



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

5720
PERS 00J6/20170075
November 10, 2016

Mr. Allen Stewart
6500 Walden Run
Apt 537
Huntsville, AL 35806

Dear Mr. Stewart:

SUBJECT: YOUR FREEDOM OF INFORMATION ACT (FOIA) REQUEST

This is in response to your Freedom of Information Act (FOIA) request in which you seek a copy of the PRECEPTS and Convening Orders for JAG Promotion Selection Boards for FY13-FY-16. Your request was received in this office on November 10, 2016, from the Office of the Chief of Naval Operations (DNS-36), and has been assigned FOIA case file number CNPC20170075 by this command.

A releasable copy of the responsive documentation is enclosed. The redacted portions of the released documentation reflecting the last four digits of individuals' social security numbers is exempt from disclosure under FOIA exemption 6 [5 U.S.C. § 552(b)(6)]. Release of such information would be a clearly unwarranted invasion of the personal privacy of the identified individuals.

Because your request is partially denied by this command, you are advised of your right to appeal this determination in writing to the Office of the Judge Advocate General, OJAG Code 14, 1322 Patterson Avenue SE Suite 3000, Washington Navy Yard, DC 20374-5066.

If an appeal is deemed necessary, it must be received in that office within 90 calendar days from the date of this letter, in order to be considered. To expedite an appeal, you should enclose a copy of this letter and a copy of the original request along with a statement regarding why your appeal should be granted. The letter of appeal and the envelope should bear the notation, "FOIA/PA APPEAL."

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I am the official responsible for the partial denial of your request. Should you wish to discuss the processing of your request by this command, you may contact the undersigned at (901) 874-3165. You may also contact the DON FOIA Public Liaison, Christopher Julka, at Christopher.a.julka@navy.mil or (703) 697-0031.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. P. German', with a long horizontal flourish extending to the right.

D. P. GERMAN
FOIA/PA Officer
By direction

27 Mar 12

MEMORANDUM FOR THE RECORD

From: Branch Head, Board Processing, Career Progression
Division (PERS-814)

Subj: FY-13 ACTIVE-DUTY NAVY COMMANDER STAFF CORPS PROMOTION
SELECTION BOARDS

1. The subject boards' Record of Proceedings (ROP) contains the following items of interest that requires clarification. The pages, memos and reports within this ROP are generated and printed from the Officer and Enlisted Board System (OEBS) and cannot be modified:

a. Due to a systemic issue in the Officer and Enlisted Board System (OEBS), the certification pages for all competitive categories contain the below anomalies. A request has been made to OEBS technicians to update the system.

(1) The first paragraph states "... pursuant to the precept...". This should read "... pursuant to the convening order...".

(2) Subparagraph (1) states "... contained in the precept...". This should read "... contained in the convening order and precept, ...".

(3) Subparagraph (7) states "...information about the officers selected for promotion that are...". This should read "...information about the officers selected for promotion that is...".



R. W. BEAL
LTJG USN



THE SECRETARY OF THE NAVY
WASHINGTON, D.C. 20350-1000

MAR -9 2012

From: Secretary of the Navy
To: Presidents, FY-13 Active-Duty Navy Commander Staff Corps
Officers Promotion Selection Boards

Subj: ORDER CONVENING THE FY-13 PROMOTION SELECTION BOARDS TO
CONSIDER STAFF CORPS OFFICERS ON THE ACTIVE-DUTY LIST OF
THE NAVY FOR PROMOTION TO THE PERMANENT GRADE OF
COMMANDER

Ref: (a) FY-13 Active-Duty and Reserve Navy Officer and Chief
Warrant Officer Promotion Selection Board Precept

Encl: (1) Board Membership
(2) Statutory Promotion Objectives

1. Date and Location.

a. The promotion selection boards, consisting of you as president and the officers listed in enclosure (1), are ordered to convene at the Navy Personnel Command, Millington, TN, at 0800, March 20, 2012, or as soon as practicable thereafter.

b. The boards shall proceed in accordance with all guidance in this letter, the FY-13 Active-Duty and Reserve Navy Officer and Chief Warrant Officer Promotion Selection Board Precept, reference (a), and Statutory Promotion Objectives, enclosure (2).

2. Promotion Board Authorized Selections. The total number of officers who may be recommended in each competitive category shall be the number that most closely approximates the percentage set forth below of in-zone eligible officers determined as of the date the boards convene. The Chief of Naval Personnel shall determine the number of in-zone eligible officers on the convening date, calculate the number that may be recommended for promotion under the percentages set forth in the FY-13 Active-Duty Navy Officer Promotion Plan, and furnish the number to the boards. The boards may recommend up to the number provided by the Chief of Naval Personnel.

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<u>COMPETITIVE CATEGORY</u>	<u>PERCENT TO SELECT</u>
Medical Corps	80
Dental Corps	90
Medical Service Corps	70
Judge Advocate General's Corps	80
Nurse Corps	70
Supply Corps	70
Chaplain Corps	70
Civil Engineer Corps	75

3. Consideration of Officers "Below the Zone." Identifying exceptional officers from below the zone and selecting them for promotion is authorized; nevertheless, no more than 10 percent of the total officers selected for promotion may be from below the promotion zone. The board must ensure that below-zone candidates are individually evaluated as a source of best and fully qualified officers. Below-zone selects shall be based on sustained measures of success in their community specialties. Below-zone selections are encouraged to ensure the Navy is best served in filling critical competency requirements.

4. Best and Fully Qualified Selection Standard.

a. Fully Qualified. All officers recommended for promotion must be fully qualified; that is, each officer recommended must be capable of performing the duties of the next higher pay grade. Officers that do not meet that standard shall not be recommended for promotion.

(1) Officers fully qualified for promotion demonstrate an appropriate level of leadership, professional skills, integrity, management acumen, grounding in business practices, and resourcefulness in difficult and challenging assignments. Their personal and professional attributes include adaptability, intelligent risk-taking, critical thinking, innovation, adherence to Navy and DoD ethical standards, physical fitness, and loyalty to the Navy core values.

(2) The Navy is composed of men and women representing dozens of different ethnic groups and hundreds of cultural heritages. Fully qualified officers must be capable of leading personnel from widely varying backgrounds and mentoring a diverse workforce while executing the Navy's strategic diversity initiatives. The Navy's ability to meet this leadership

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challenge depends, in part, on having leaders who reflect our
very best, including performance, professional experience and
education.

b. Best Qualified. Among the fully qualified officers, you
must recommend for promotion the best qualified officers within
their respective competitive category. Proven and sustained
superior performance in command or other leadership positions in
difficult and challenging assignments is a definitive measure of
fitness for promotion. Furthermore, successful performance and
leadership in combat conditions demonstrate exceptional
promotion potential and should be given special consideration.
Each board member shall apply this guidance when deliberating
and voting. Additionally, members will use the considerations
below to guide their determination of the best qualified
officers.

(1) Skill Requirements. The Navy must focus on the
skill sets mandated by current needs and on developing the
professional competencies required in our future leadership.
The Navy and joint force leadership needs to be comprised of a
diverse blend of male and female officers that have excelled in
both traditional and specialized career paths. Give due
consideration to demonstrated performance and expertise in the
competency/skill areas listed in order of significance below.
For amplifying information, see reference (b) competency/skills
information, of reference (a).

Competitive Category: Medical Corps (2100)

1. Education and Training
2. Joint Experience
3. Naval Special Warfare (NSW) Experience
4. Astronaut Consideration

Competitive Category: Dental Corps (2200)

1. N/A

Competitive Category: Medical Service Corps (2300)

1. N/A

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Competitive Category: Judge Advocate General's
Corps (2500)

1. N/A

Competitive Category: Nurse Corps (2900)

1. Joint Experience
2. Financial Management (FM)
3. Education and Training

Competitive Category: Supply Corps (3100)

1. Acquisition Corps
2. Financial Management (FM)
3. Joint Experience
4. Expeditionary Warfare and Confronting Irregular Challenges
5. Navy Operational Planner

Competitive Category: Chaplain Corps (4100)

1. N/A

Competitive Category: Civil Engineer Corps (5100)

1. Expeditionary Warfare and Confronting Irregular Challenges
2. Shore Installation Management (SIM)
3. Acquisition Corps
4. Joint Experience
5. Navy Operational Planner
6. Financial Management (FM)
7. Language, Regional Expertise, and Cultural (LREC) Experience
8. Naval Special Warfare (NSW) Experience
9. Operational Analysis (OA)
10. Education and Training

c. Additional Considerations. The following are additional considerations in determining the best qualified officers:

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(1) Individual Augmentee (IA)/ Overseas Contingency
Operations (OCO) (also known as GSA)/Irregular Warfare/
Afghanistan-Pakistan Hands (APH) Program Assignment

(a) The board shall give favorable consideration to those officers who have displayed superior performance while serving in IA/GSA/APH assignments in direct support of OCO, Irregular Warfare, and the National Defense Strategy and, in particular, those assignments that are extraordinarily arduous or which involve significantly heightened personal risk. These individuals are developing valuable combat and nation-building skills under stressful conditions that should be retained and used for future application. IA/GSA/APH assignments may not be typical of the officer's traditional community career path, but are considered vital to the successful joint prosecution of OCO, Irregular Warfare, and the National Defense Strategy.

(b) Due to operational demands, IA/GSA/APH assignments may result in an officer missing the opportunity to serve in a community-recognized milestone or career gate. Additionally, officers may not be competitively ranked against other officers of the same competitive category, and the officer may be rated by a reporting senior unfamiliar with the officer's occupational specialty and the Navy fitness report system. Therefore, special attention must be taken in reviewing these officers' records.

(c) Note that Chaplain Corps (CHC) officers are noncombatants. Chaplains do not develop combat skills. Additionally, both USN and USMC deployments affect chaplains' ITEMPO. IAs are not the only evidence of OCO or "boots on ground" experience. Chaplains are organic to ESG, CSG, NECC, and operational USMC units.

(2) Education and Professional Development. The board shall give favorable consideration to those officers with relevant graduate education, experience in specialized areas, and Navy and Joint Professional Military Education (PME).

(a) Obtaining and applying advanced education in specialized competencies that result in designation as a Proven Subspecialist or award of Additional Qualification Designation (AQD) codes are significant career achievements. Additionally,

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the Navy values competitive scholarships and fellowships, examples of which include: Olmsted Scholar, Marshall Scholar, Morrison Scholar, Rhodes Scholar, Conrad Scholar, JCS Intern, White House Fellowship, SECDEF Fellowship, Federal Executive Fellowship, and Cyber Federal Executive Fellowship.

(b) Best qualified officers seek opportunities to broaden their cultural awareness through experiences and education and to enable better communication in a global operating environment.

(c) Best qualified officers have demonstrated a willingness and an ability to lead and mentor a diverse workforce of male and female service members.

5. Acquisition Corps Considerations. Acquisition Corps officers possess the qualifications to manage the development, acquisition, and life cycle support of the Navy's current and future platforms and associated systems. The Unrestricted Line (AP), Aerospace Engineering Duty Officers, and Engineering Duty Officer communities all contain Acquisition Corps officers. In addition, contracting skills are based in the Supply Corps and Civil Engineer Corps. While there are specific needs and backgrounds in each community, there are overarching acquisition skill sets which are valued and found in all of these communities. Officers who possess these skills, regardless of the community to which they belong, are valued and necessary for the health of the Acquisition Corps, and should be considered in the broad context of the Acquisition Corps. Examples of these overarching skill sets include knowledge of C4I, combat systems, unmanned systems, systems engineering, Enterprise information systems, information technology and weapons systems. In determining the best and fully qualified officers for promotion, you shall give equal consideration to outstanding performance whether in an acquisition or non-acquisition position.

6. Medical Community Considerations. Navy Medicine needs leaders with knowledge and significant recent experience in a variety of settings including operational medicine, joint medical operations, and current peacetime health care delivery initiatives. Duty or service in combined or other staff positions at the senior levels of government should also be considered favorably. Additionally, Navy Medicine greatly values joint experience and formal education to include JPME-I.

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a. The Navy requires officers of exceptionally high professional clinical and business competence and intellectual capacity who have the ability to think logically and express themselves articulately. They must have the energy to create and communicate the organization's vision, as well as build and motivate teams to accomplish that vision. Our leaders must be calculated risk-takers, inclusive in decision-making, and trusted by subordinates. They must have the courage to stand on principles and demonstrate a clear potential to lead the Navy of the future. They must recognize talent and mentor, coach, and develop juniors. They must understand and use best clinical practices and business tools in managing our military population's health. Our Medical Community's leadership must be drawn from those officers who clearly understand Navy Medicine's obligation to support the Fleet and demonstrate the capacity to meet the challenges of our commitment to maritime superiority.

b. You must ensure that Navy Medicine's future leaders possess the broad knowledge necessary to support the operating forces and are acknowledged leaders within their clinical and business specialties. Likewise, the officers selected must have demonstrated exceptional managerial skill and professional competence in executive and staff roles both in support of the Fleet and within the naval shore establishment. In determining those officers best qualified for promotion, you should select those officers who have served in a broad spectrum of assignments requiring expertise in diverse functional areas. It should be noted that, although there is no set career path for upward mobility, those you select will be placed almost assuredly in positions that require broad military and medical perspectives beyond the Department of the Navy.

c. It is statutorily required that, in considering healthcare professionals for promotion, the board shall give consideration to an officer's clinical proficiency and skill as a health professional to at least as great an extent as the board gives consideration to an officer's administrative and management skills.

d. Although not contained in statute, as a matter of policy, in considering healthcare professionals for promotion, the board shall also give consideration to an officer's research and science proficiency to at least as great an extent as the board gives consideration to an officer's administrative and management skills.

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7. Judge Advocate General's (JAG) Corps Community
Considerations.

a. Assignment to Office of Military Commissions (OMC). On May 14, 2008, DEPSECDEF wrote that "[t]he military commissions are a national priority. Conducting a fair, just, and transparent military commissions process is the Department's top legal services priority and necessitates our commitment to dedicate the right number of and most skilled legal practitioners the Department has to offer." In support of this priority, judge advocates may be assigned PCS to OMC. OMC assignments may not be typical of the officer's traditional community career path but are considered vital to the successful joint prosecution of Overseas Contingency Operations and the National Defense Strategy. In determining the best and fully qualified officers, you shall favorably consider the valuable contributions made in OMC assignments.

b. Post-Graduate Education. The JAG Corps endeavors to provide all judge advocates with the opportunity to obtain post-graduate education. Of those officers afforded an opportunity to obtain post-graduate education, some will attend civilian educational institutions, while others will attend military institutions such as the Army's Judge Advocate General's Legal Center and School, and the Naval War College. Accordingly, post-graduate legal education obtained at a military institution shall be given weight equal to post-graduate legal education obtained at a civilian institution.

c. Military Justice Litigation Specialty. Military justice plays a critical role in the maintenance of good order and discipline and accountability in the Navy, and superior performance within this specialty carries with it the potential to impact Navy readiness and operations. Efficient and effective military justice litigation requires experienced, well-trained judge advocate litigators. The JAG Corps must maintain a cadre of specialized officers whose primary responsibility is to prosecute, defend, and judge criminal cases and military commissions. The officers who form this cadre are formally selected by a board and designated as being a member of the Military Justice Litigation Track. Once designated, officers within this career track normally spend significant portions of their careers within designated litigation billets. Developing and maintaining military justice litigation skills,

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which are perishable by nature, requires progressive assignment to military justice litigation billets. These assignments may limit variety in billet history and the opportunity for assignment to sea duty, but are vitally important to the Navy's mission. In determining the best and fully qualified officers, you shall consider the valuable contributions made by these officers in this specialty area.

d. When judge advocates are detailed to serve within interagency or joint commands, where reporting seniors may be unfamiliar with the Navy fitness reports system, special attention must be taken in reviewing those records.

e. Navy Reserve officers who have been recalled to active-duty will have fewer active-duty fitness reports than their continuous active-duty peers. Due consideration shall be given to the fitness reports available and the quality of performance reflected in the record. A recalled officer's record shall not be discounted simply because it contains fewer active-duty fitness reports than a peer's record.

8. Supply Corps Community Considerations. The Navy requires Supply Corps leaders with high integrity, professional acumen and business competence, who are trusted leaders, committed to the Supply Corps and the Navy.

a. While nothing shall supplant the standard of best and fully qualified, you shall give favorable consideration to officers who have demonstrated highly effective leadership capabilities through increasing duties and responsibilities in a dynamic and fast paced operational environment, to include either traditional afloat and/or expeditionary assignments. Additionally, officers who are successful as a small or large unit CO, XO, or OIC, as well as those recognized as subject matter experts in their selected career field of acquisition or financial management, should be given due consideration.

b. Supply Corps officers recommended for promotion should have the ability to recognize talent and mentor and develop juniors. They must have balanced experience between shore/policy tours and fleet/operational tours. Also, if appropriate for their grade and selected area of professional concentration, successful performance in a joint or combined environment, as well as the ability to work well in an interagency setting.

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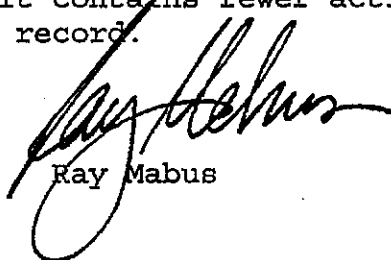
c. It should be noted that, although there is no set career path for upward mobility, those you select should have a depth of functional knowledge - commensurate with their rank - in one of the Supply Corps' core competences of acquisition, financial management, or logistics. They should also be able to be placed in positions that require broad perspectives beyond the Department of the Navy.

9. Chaplain Corps (CHC) Community Considerations

a. You must ensure that Navy CHC senior leaders excel in delivering the core capabilities of facilitation, provision, care and advisement, and that they have demonstrated the ability to plan for the broad delivery of those capabilities at the highest institutional level. Officers selected must have demonstrated exceptional managerial skill and professional competence in executive and staff roles. In determining those officers best qualified for promotion, you should select those officers who have served in a broad spectrum of assignments requiring expertise in diverse functional areas. It should be noted that, although there is no set career path for upward mobility, those you select will likely be placed in positions that require broad military and chaplaincy perspectives beyond the Department of Navy.

b. When CHC officers serve with the Coast Guard, Marine Corps, or in joint environments where reporting seniors may be unfamiliar with the Navy fitness reports system, special attention must be taken in reviewing those officers' records.

c. Navy Reserve officers who have been recalled to active-duty will have fewer active-duty fitness reports than their continuous active-duty peers. Due consideration shall be given to the fitness reports available and the quality of performance reflected in the record. A recalled officer's record shall not be discounted simply because it contains fewer active-duty fitness reports than a peer's record.



Ray Mabus

BOARD MEMBERSHIP
FY-13. ACTIVE-DUTY NAVY COMMANDER STAFF CORPS
PROMOTION SELECTION BOARDS

1. Medical Corps:

a. Board Members

RDML Colin G. Chinn, SHCE, USN, XXX-XX-b6/2700 (President)
CAPT Robert J. Mendez, MC, USN, XXX-XX-b6/2100
CAPT Daniel J. Zinder, MC, USN, XXX-XX-b6/2100
CAPT Patricia V. Pepper, MC, USN, XXX-XX-b6/2100
CAPT Glen C. Crawford, MC, USN, XXX-XX-b6/2100
CAPT Patrick R. Laraby, MC, USN, XXX-XX-b6/2100
CDR Curtis S. Calloway, USN, XXX-XX-b6/1110

b. CDR Maria B. Ramos, MC, USN, will act as recorder with the following personnel acting as assistant recorders:

LCDR Michele P. Morrison
LT Jodie M. Skrzat

LCDR Christopher Schultheiss

The recorder or an assistant recorder will be present during all deliberations.

2. Dental Corps:

a. Board Members

RDML Elaine C. Wagner, SHCE, USN, XXX-XX-b6/2700 (President)
CAPT Thu P. Getka, DC, USN, XXX-XX-b6/2200
CAPT William J. Leonard, Jr., DC, USN, XXX-XX-b6/2200
CAPT James F. Hruska, USN, XXX-XX-b6/1110
CAPT Gayle D. Shaffer, DC, USN, XXX-XX-b6/2200

b. CDR Eric S. Evans, DC, USN, will act as recorder with the following personnel acting as assistant recorders:

LT Jayson H. Huber

The recorder or an assistant recorder will be present during all deliberations.

BOARD MEMBERSHIP
FY-13 ACTIVE-DUTY NAVY COMMANDER STAFF CORPS
PROMOTION SELECTION BOARDS

3. Medical Service Corps:

a. Board Members

RDML Eleanor V. Valentin, SHCE, USN, XXX-XX-[b6]/2700 (President)
CAPT Susan E. Lichtenstein, MSC, USN, XXX-XX-[b6]/2300
CAPT Michael E. Eby, MSC, USN, XXX-XX-[b6]/2300
CAPT Carlos I. Lebron, MSC, USN, XXX-XX-[b6]/2300
CDR Kimberly A. Ferland, MSC, USN, XXX-XX-[b6]/2300
CDR Christopher J. Tarsa, USN, XXX-XX-[b6]/1120

b. CDR Mark A. Swearngin, MSC, USN, will act as recorder with the following personnel acting as assistant recorders:

LCDR Bonnie S. S. Garbutt

LCDR Michael A. Czigler

The recorder or an assistant recorder will be present during all deliberations.

4. JAG Corps:

a. Board Members

VADM James W. Houck, JAGC, USN, XXX-XX-[b6]/2500 (President)
CAPT John G. Hannink, JAGC, USN, XXX-XX-[b6]/2500
CAPT Tammy P. Tideswell, JAGC, USN, XXX-XX-[b6]/2500
CAPT Gordon E. Modarai, JAGC, USN, XXX-XX-[b6]/2500
CAPT Phillip W. Poliquin, USN, XXX-XX-[b6]/1310
CDR Robert J. Crow, JAGC, USN, XXX-XX-[b6]/2500

b. CDR Laurin N. Eskridge, JAGC, USN, will act as recorder with the following personnel acting as assistant recorders:

LT Sean M. Thompson

The recorder or an assistant recorder will be present during all deliberations.

5. Nurse Corps:

a. Board Members

CAPT Rebecca J. McCormickBoyle, NC, USN, XXX-XX-[b6]/2900
(President)

BOARD MEMBERSHIP
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CAPT Jean B. Proano, NC, USN, XXX-XX-b6/2900
CAPT Sandra Hearn, NC, USN, XXX-XX-b6/2900
CAPT David T. Castellano, NC, USN, XXX-XX-b6/2900
CDR Jeffrey L. Snyder, USN, XXX-XX-b6/1110

b. CDR Anne M. Brown, NC, USN, will act as recorder with the following personnel acting as assistant recorders:

LCDR Jill M. MaldarelliDrey
LT Dana Dones

LCDR Tarail Vernon

The recorder or an assistant recorder will be present during all deliberations.

6. Supply Corps:

a. Board Members

RDML Glenn C. Robillard, SC, USN, XXX-XX-b6/3100 (President)
CAPT Robert A. Gantt, SC, USN, XXX-XX-b6/3100 *
CAPT Kenneth W. McKinley, SC, USN, XXX-XX-b6/3100 *
CAPT Tiffany A. Schad, SC, USN, XXX-XX-b6/3100 *
CAPT Kenneth W. Epps, SC, USN, XXX-XX-b6/3100
CDR Peter M. Mantz, USN, XXX-XX-b6/1310 **

b. CDR Timothy L. Daniels, SC, USN, will act as recorder with the following personnel acting as assistant recorders:

LCDR Jeretta R. Dillon

The recorder or an assistant recorder will be present during all deliberations.

7. Chaplain Corps:

a. Board Members

RDML Margaret G. Kibben, CHC, USN, XXX-XX-b6/4100 (President)
CAPT Kris Winter, USN, XXX-XX-b6/1100
CAPT Raymond F. Keledei, USN, XXX-XX-b6/1320
CAPT William M. Kennedy, CHC, USN, XXX-XX-b6/4100
CAPT Harry L. Ganteaume, USN, XXX-XX-b6/1120
CAPT Kevin G. King, USN, XXX-XX-b6/1320
CDR Joey L. Frantzen, USN, XXX-XX-b6/1110

BOARD MEMBERSHIP
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b. CDR Kimberly Sawatsky, CHC, USN, will act as recorder with the following personnel acting as assistant recorders:

LCDR Margaret E. Siemer

LT Loren M. Crone

The recorder or an assistant recorder will be present during all deliberations.

8. Civil Engineer Corps:

a. Board Members

RDML David M. Boone, CEC, USN, XXX-XX-b6/5100 (President)*
CAPT Scott A. Bernotas, CEC, USN, XXX-XX-b6/5100
CAPT Eric M. Aaby, CEC, USN, XXX-XX-b6/5100
CDR Stanley C. Jones, USN, XXX-XX-b6/1310 *, **
CDR Eileen J. DAndrea, CEC, USN, XXX-XX-b6/5100

b. CDR Scott O. Cloyd, CEC, USN, will act as recorder with the following personnel acting as assistant recorders:

LCDR Samuel W. Werschky

The recorder or an assistant recorder will be present during all deliberations.

* Acquisition Corps Representative

** Joint Representative

9. The following personnel are designated to serve as administrative support personnel to the board:

RDML Cynthia A. Covell
CAPT Leo O. Falardeau
CAPT Gene F. Harr
CAPT Fredrick R. Luchtman
CAPT Mary E. Lewellyn
CAPT Donald G. May
CDR Milton O. Stubbs
CDR Micheal S. Harber
CDR Paul F. Eich
CDR Jeffrey C. Stevens
CDR Kendra M. Bowers
CDR Jerry L. Alexander, Jr.

BOARD MEMBERSHIP
FY-13 ACTIVE-DUTY NAVY COMMANDER STAFF CORPS
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CDR Melissa A. Harvison
CDR Peter Koebler
LCDR Guy R. Delahoussaye, Jr.
LCDR Christopher J. Garner
LCDR Jeffrey J. Klinger
LCDR Herman L. Reed
LCDR Terrence L. Jones
LCDR Ryan C. Henning
LCDR Delicia Zimmerman
LT Breier W. Scheetz
LT Robert A. Paynter, Jr.
LT Tracy L. Harp
LT Christopher M. Johnson
LTJG Randall W. Beal
CWO5 Lawrence S. Cole
CWO3 Malcolm D. Hall
CWO3 Jonathan C. Summers
PSCM(SW) John D. Vance
PSCM(SW) Robin M. Thiel
PSC(AW) Tina R. Erts
PS1(FMF/AW) Tyrone Brooks
LS1 Carol M. Moore
Ms. Diane L. H. Lofink
Mr. Richard P. Mason
Mr. Dwight Stanton
Mr. Tim Suich
Mr. Steven Hester
Mr. Robert D. Lewis
Ms. Ruby D. Goodwin
Mr. Christopher J. Zaller
Ms. Deborah A. Wilson
Mr. Juan J. Jimenez
Mr. Max H. Hodge
Mr. Antoine Sharp
Mr. Carl R. Waelde
Ms. Bonita K. Archie
Mr. Jay A. Rublaitus
Ms. Doris A. Pembroke
Mr. Stephen R. Ranne
Mr. James A. Price
Ms. Mindee M. Wolven
Mr. Tommy D. Owens
Ms. Edna M. Shannon
Ms. Tonya E. Marshall

BOARD MEMBERSHIP
FY-13 ACTIVE-DUTY NAVY COMMANDER STAFF CORPS
PROMOTION SELECTION BOARDS

Ms. Lynda McKinney
Mr. Arik Tucker
Mr. Jim C. Tanner
Ms. Darlene Gemuend
Mr. Stanley Robinson
Ms. Karen Kumnick
Ms. Amy Ray
Ms. Lynn Saarinen
Mr. Leo Metoyer
Mr. Paul Martin
Mr. Donald P. Marshall
Mr. Gary E. Smart
Ms. Jo Ann Statser
Mr. Michael W. Burton
Mr. David B. Lanham
Ms. Linda M. Coffield
Ms. BJ Callis
Ms. Jacqueline Anderson
Mr. William A. Stephens
Mr. Corey Nichols
Mr. Jeffery D. Walker
Ms. Sarah Bowen
Ms. Karen Harris
Ms. Marlene Harrison
Mr. Don Cooper
Mr. Tom C. Ball
Mr. James Law
Mr. Michael Jennings
Ms. Chrystal G. Graham
Ms. Nancy G. Langford
Mr. David Whorton
Mr. John R. Crotts
Mr. Keith Grover
Mr. Scott Perry
Mr. Ed Willard
Mr. Jim Hammerich
Mr. Bob Wilkinson
Mr. Tom Torres
Mr. Russell Hilbert
Ms. Anita Sgouros
Ms. Sandra Butler
Mr. Martin Rieger
Ms. Lynnette Stinnette
Mr. Kenneth T. Graham

PROMOTION SELECTION BOARDS

JOINT AND ACQUISITION PROMOTION OBJECTIVES

(These objectives DO NOT alter the best and fully qualified selection standard discussed in the convening order.)

1. Statutory Objectives. For officers assigned to joint duty, within the best and fully qualified standard, the board shall strive to ensure that the following statutory promotion objectives are achieved:

a. Officers who are serving, or have served, on the Joint Staff (JS) are expected, as a group, to be promoted to the next higher grade at a rate not less than the rate for officers in the same competitive category who are serving, or have served, at Navy Headquarters; and,

JS Rate \geq HQ Rate of Selection

b. Officers in the grades of lieutenant commander and above, who have been designated as a joint qualified officer (JQO), are expected, as a group, to be promoted to the next higher grade at a rate not less than the rate for all officers in the same grade and competitive category.

JQO Rate \geq Overall Selection Rate for Category

2. Regulatory Objectives. Although not contained in statute, the Secretary of Defense has established additional promotion objectives as a matter of policy:

a. For officers who are serving, or have served, in the Office of the Secretary of Defense (OSD), selection rates not less than selection rates for officers in the same competitive category who are serving, or have served, at Navy Headquarters.

OSD Rate \geq HQ Rate of Selection

b. Officers who are serving, or have served, in joint duty assignments (such as Joint Staff, combatant commands, defense agencies, qualifying Joint Forces, or other joint warfighting positions on the Joint Duty Assignment List) are expected, as a group, to be promoted to the next higher grade at a rate not less than the rate for all officers in the same competitive category.

All Joint Rate \geq Overall Selection Rate for Category

PROMOTION SELECTION BOARDS

3. Prior to adjournment, the board must review the extent to which the joint promotion objectives have been met.

4. Acquisition Corps. In accordance with statutory requirements, it is expected that these officers, as a group, will be promoted at a rate not less than the rate for all source community officers in the same grade.



THE SECRETARY OF THE NAVY
WASHINGTON, D.C. 20350-1000

4 Jan 12

From: Secretary of the Navy
To: FY-13 Active-Duty and Reserve Navy Officer and Chief
Warrant Officer Promotion Selection Boards

Subj: FY-13 ACTIVE-DUTY AND RESERVE NAVY OFFICER AND CHIEF
WARRANT OFFICER PROMOTION SELECTION BOARD PRECEPT

Ref: (a) Community Briefs
(b) Competency/Skills Information
(c) Glossary of Terms and Definitions

Encl: (1) FY-13 Active-Duty and Reserve Navy Promotion
Selection Board Guidance

1. Function and Membership

a. The function of the promotion selection boards is to consider officers for promotion to the grade indicated in each board's convening order. Promotion selection boards shall consider carefully, without prejudice or partiality, the record of every eligible officer. The records and names of all eligible officers, determined as of the date the boards convene, will be furnished to the boards. The names of those officers who are above, in, and, when applicable, below the promotion zone will be indicated, as appropriate.

b. I will personally appoint the members of promotion selection boards. During the board process, the officers assigned as board members work directly for me, under oath. Board members are entrusted with selecting the future leadership of the Navy. The performance of these duties will have a greater effect on the future of the Navy than any other duty they perform. During the board process, all other duties of an assigned member are secondary to the board process, and the utmost care will be given to ensure the process is not compromised or rushed to accommodate outside concerns. Each record reviewed represents years of service by the individual officer. It is absolutely essential that our evaluation afford each eligible officer fair and equitable consideration.


2. Promotion boards shall proceed in accordance with the convening order, any guidance contained in this letter, and the FY-13 Active-Duty and Reserve Navy Promotion Selection Board Guidance, enclosure (1).

Subj: FY-13 ACTIVE-DUTY AND RESERVE NAVY OFFICER AND CHIEF
WARRANT OFFICER PROMOTION SELECTION BOARD PRECEPT

3. Reference (a), and when applicable reference (b), will be provided in the selection board spaces as general guidance to inform the selection board members of community-specific and competency/skill-specific information. The information contained in references (a) and (b) must not be used as a substitute for the guidance contained in the convening order and specifically shall not alter the "best and fully qualified" selection standard. These references are not selection criteria, nor is it expected that each officer will meet the typical career path and guidelines depicted in the briefs contained in reference (a). Rather, both references contain general information that is used to assist officers, community leaders, community managers, and detailers with career management. Additionally, I will provide reference (c) as a glossary of terms and definitions.

4. Unless expressly authorized or required by the President, Secretary of Defense, or me, no member of the board, recorder, assistant recorder, or administrative support personnel may disclose the proceedings, deliberations, or recommendations of the promotion selection boards. Nevertheless, the Chief of Naval Personnel may provide the recommendations of the selection boards to the senior flag officer responsible for recommending community assignments and to senior community detailers, to the extent necessary to facilitate community assignments. All board members and administrative support personnel must comply fully with these requirements, and I expect each board president to emphasize the need for strict confidentiality.

5. In order to continually improve the selection board process, each board president is directed to offer written feedback regarding the guidance contained in the precept at the selection board call outs to me and the Chief of Naval Operations. Feedback should include, for example, whether the precept guidance was sufficiently direct, clear, and concise to assist board members in performing their duties.


Ray Mabius

FY-13 ACTIVE-DUTY AND RESERVE NAVY PROMOTION SELECTION BOARD GUIDANCE

Appendix

Subject

A

General Guidance

- Duties of the Board President
- Board Proceedings
- Marital Status
- Area Tours
- Adverse Information
- Show Cause Determination
- CWO Performance Review

· B

Equal Opportunity Guidance

- Addresses Equitable Consideration for All Officers

C

Board Reports

- Addresses Content and Routing of Promotion Selection Board Reports

D

Oaths

- Provides Oaths for Board Members, Recorder, Assistant Recorders, and Administrative Support Personnel

APPENDIX - A

GENERAL GUIDANCE

1. Duties of the Board President. The president of the board is appointed by me and shall perform prescribed administrative duties. The board president has no authority to constrain the board from recommending for promotion those fully qualified officers whom the majority finds best qualified to meet the needs of the Navy.

2. Board Proceedings. The following directions apply to all board proceedings:

a. Each of you (president, members, recorder, assistant recorders, and administrative support personnel) must maintain the integrity and independence of this promotion selection board, and foster careful consideration, without prejudice or partiality, of all eligible officers. DoD Instruction 1320.14 provides specific rules governing the conduct of officer selection boards and the actions of promotion selection board personnel.

b. You must pay particularly close attention to the rules governing communications with and among other board members, the information authorized to be furnished to you, and the procedures you should follow if you believe that the integrity of this promotion selection board has been improperly affected.

c. You may not receive, initiate, or participate in communications or discussions involving information that DoD Instruction 1320.14 precludes from consideration by a promotion selection board. Base your recommendations on the material in each officer's military record, any information I have provided to the board in accordance with DoD Instruction 1320.14, and any information communicated to you by individual eligible officers under regulations I have issued. In your deliberations, you may discuss your own personal knowledge and evaluation of the professional qualifications of eligible officers to the extent that such matters are not precluded by law, DoD Instruction 1320.14, or Service regulations from consideration by a promotion selection board or inclusion in an officer's military personnel record. You may not discuss or disclose the opinion of any person not a member of the board concerning an officer being considered unless that opinion is contained in material provided to the board under the provisions of DoD Instruction 1320.14.

d. When discussing your own personal knowledge concerning the professional qualifications of eligible officers, the board is reminded that, if such personal remarks could be considered adverse, the member cannot discuss that personal knowledge or evaluation unless such matters are contained in the officer's official record or other material placed before the board in compliance with the law and Service regulation. In addition, should an officer's record reveal the removal of a fitness report, the member may not discuss any personal knowledge regarding the circumstance that resulted in the removal of the report.

e. I am the only person who may appear in person to address you on other than administrative matters. All communications with this board, other than those that are clearly administrative, must be in writing, given to each of you, and made part of the board's record. I have designated in writing those persons authorized to provide routine administrative information to you.

f. To ensure impartiality, you may not visit or communicate with detailers, placement officers, community managers, or any candidate immediately prior to or during the promotion selection board. Communications of any kind or method with outside parties (i.e., other than board members, recorder, assistant recorders, board sponsors, and administrative support personnel) before, during, or after the board relating in any way to the promotion selection board or its proceedings are prohibited. Questions concerning the propriety of any communications prior to the board should be addressed to the board sponsors. Proceedings, deliberations, or recommendations of the promotion selection board may not be disclosed unless expressly authorized or required by the President of the United States, the Secretary of Defense, or me.

g. Before the report of the promotion selection board is signed by each board member, recorder, and assistant recorder, the recommendations may be disclosed only to members of the board, recorder, assistant recorders, and those administrative support personnel I have designated in writing. Except as authorized by DoD Instruction 1320.14 and sections 613a, 616(e), 14104, or 14108(d) of title 10, U.S. Code, the proceedings and deliberations of the board may not be disclosed to any person who is not a board member, recorder, or assistant recorder.

h. If at any time you believe that you cannot in good conscience perform your duties as a member of the board without prejudice or partiality, you have a duty to request relief by me from this duty. I will honor any such request. If a member,

recorder, or assistant recorder believes that the integrity of the board's proceedings has been affected by improper influence of military or civilian authority, misconduct by the board president or a member, or any other reason, or believes someone is exerting or attempting to exert inappropriate influence over the board or its proceedings, he or she has a duty to request from me or the Secretary of Defense relief from the obligation not to disclose board proceedings and, upon receiving it, to report the basis for this belief.

3. Marital Status. Promotion boards are prohibited from considering the marital status of an eligible officer or the employment, education, or volunteer service of an eligible officer's spouse.

4. Leadership of Diverse Organizations. When reviewing an officer's potential for the next higher grade, consider that the Navy benefits when the officer corps possesses a broad spectrum of experience with a depth and breadth of vision. The Navy needs innovative and bold male and female leaders to lead, think creatively, challenge assumptions, and take well-calculated risks that maximize effectiveness. Today's Navy is composed of men and women representing dozens of different ethnic groups and literally hundreds of cultural heritages. In light of this diversity, you should give careful attention to selecting officers who have demonstrated the potential to lead large organizations composed of men and women coming from widely varying backgrounds. The Navy's ability to meet this leadership challenge depends, in part, on having leaders for our entire Navy who reflect our very best, including performance, professional experience, education, and the spectrum of professional communities. These are factors for you to consider in selecting officers who are best and fully qualified for selection.

5. Area Tours. If an officer's record contains multiple or consecutive tours in a particular geographic location, it should not be viewed negatively, provided the officer has progressed in billet complexity, professional development, and leadership responsibility.

6. Adverse Information.

a. Just as you must consider positive performance, you must consider incidents of misconduct and substandard performance documented in an officer's official service record when determining those officers who are best qualified for promotion. Adverse information may reflect negatively on an officer's suitability for promotion and future service in positions of

greater responsibility and trust. Members must give careful consideration to each incident. For those eligible officers who are recommended for promotion and who have received disciplinary action, or whose privileged information record (Fiche Five/EMPRS Field Code 17) contains matters relating to conduct or performance of duty, every board member shall review the information contained therein personally prior to the final board decision.

b. While the Navy is, and will remain, a Service of the highest standards and strict accountability, we do not embrace blind adherence to a zero-defect mentality. All of us have made mistakes in the past; the test is of the character and resilience of the individual and his or her ability to learn and grow from that experience. In selecting the best and fully qualified officers to meet the future needs of our Navy, you should not automatically discount any officer who, except for a single incident, would otherwise be considered to be among the best qualified from those you consider fully qualified. Careful scrutiny of the adverse information at issue and the officer's overall record is necessary to ensure the board recommends the officers best and fully qualified for promotion, and who satisfy the exemplary conduct requirements of section 5947 of title 10, U.S. Code.

7. Show Cause Determination. In addition to determining which officers are best qualified for promotion, boards considering officers other than chief warrant officers shall review each record carefully to determine whether the officer's performance is such that the individual is considered suitable for retention. The board shall notify me of the name of each officer whose record, in the opinion of a majority of board members, indicates the officer should be required to show cause for retention due to:

- a. Substandard performance of duty;
- b. Moral or professional dereliction;
- c. Misconduct; or,
- d. Because the officer's retention is clearly inconsistent with the interests of national security.

8. CWO Performance Review. In addition to determining which officers are best qualified for promotion to chief warrant officer W-3, W-4, or W-5, boards must ensure that all officers considered are fully qualified to perform the duties of their current grade. Accordingly, boards considering chief warrant

officers shall carefully review each record to determine whether the officer's performance is such that the individual is considered suitable for retention. The board shall then notify me of the names of those chief warrant officers considered whose records establish, in the opinion of the board, their unfitness or unsatisfactory performance.

APPENDIX - B

EQUAL OPPORTUNITY GUIDANCE

1. The Department of the Navy is dedicated to equality of treatment and opportunity for all personnel without regard to race, religion, color, gender, or national origin. The Navy strives to maintain a professional working environment in which an individual's race, religion, color, gender, or national origin will not limit his or her professional opportunities. Accordingly, within this board's charter to determine the officers who are "best and fully qualified," you must ensure that officers are not disadvantaged because of their race, religion, color, gender, or national origin.
2. Your evaluation of all officers must afford them fair and equitable consideration. You should be particularly vigilant in your evaluation of records to take care that no officer's promotion opportunity is disadvantaged by service utilization policies or practices. You should evaluate each officer's potential to assume the responsibilities of the next higher grade, the overriding factor being performance of assigned duties.
3. The Navy has assigned some officers outside of traditional career development patterns, e.g., institutional instructors, recruiting, and equal opportunity billets. In addition, other utilization policies or practices, such as those based on statutory restrictions on the assignment of women, may have had an effect on career opportunities. These assignments, though beneficial to the Navy, may have foreclosed to the officers so assigned opportunities available to other officers. Such assignment practices should not prejudice the selection of these officers for promotion. Successful performance of assigned duties is the key in measuring an officer's potential for promotion. Accordingly, in determining the qualification for promotion of any officer who has been affected by such utilization policies or practices, duty performed well in such assignments should be given weight equal to duty performed well by an officer not affected by such policies or practices.
4. This guidance shall not be interpreted as requiring or permitting preferential treatment of any officer or group of officers on the grounds of race, religion, color, gender, or national origin.

APPENDIX - C

BOARD REPORTS

1. The record of the board's proceedings shall be compiled by the recorder, assistant recorders, and administrative support personnel. The written report of the board shall be signed by the board president, members, recorder, and assistant recorders. It shall contain the names of the officers recommended for promotion with appropriate selection statistics as required by DoD Instruction 1320.14, as well as the following items:

a. Convening notice required by section 614 of title 10, U.S. Code.

b. All instructions, information, and guidance that were provided to the board, under section 615 of title 10, U.S. Code and DoD Instruction 1320.14, except information concerning particular officers, which must be retained and transferred to the Chief of Naval Personnel.

c. Certification that:

(1) To the best of your knowledge, the board complied with DoD Instruction 1320.14, all instructions contained in the convening order and precept and, as appropriate, other letters of guidance or instruction provided by me;

(2) You were not subject to or aware of any censure, reprimand, or admonishment about the recommendations of the board or the exercise of any lawful function within the authorized discretion of the board;

(3) You were not subject to or aware of any attempt to coerce or influence improperly any action in the formulation of the board's recommendations;

(4) You were not party to or aware of any attempt at unauthorized communications;

(5) To the best of your knowledge, the board carefully considered the record of each officer whose name was furnished to the board;

(6) The officers recommended for promotion are, in the opinion of the majority of the members of the board, fully qualified and best qualified for promotion to meet the needs of the Navy among those officers whose names were furnished to the board;

(7) A majority of the members of the board, after consideration by all members of the board of any adverse information about the officers selected for promotion that is provided to the board, finds that the officers selected for promotion are best qualified for promotion to meet the needs of the Navy consistent with the requirements of exemplary conduct set forth in section 5947 of title 10, U.S. Code, which states:

"All commanding officers and others in authority in the naval service are required to show in themselves a good example of virtue, honor, patriotism, and subordination; to be vigilant in inspecting the conduct of all persons who are placed under their command; to guard against and suppress all dissolute and immoral practices, and to correct, according to the laws and regulations of the Navy, all persons who are guilty of them; and to take all necessary and proper measures, under the laws, regulations, and customs of the naval service, to promote and safeguard the morale, the physical well-being, and the general welfare of the officers and enlisted persons under their command or charge;"

(8) You are aware that the names of the selectees will be released to the public after the board report is approved, and you know that you may not disclose the recommended selectees until the names are released to the public; and

(9) You understand that, except as authorized by DoD Instruction 1320.14 and sections 613a, 616(e), 14104, or 14108(d) of title 10, U.S. Code, you may never disclose the proceedings and deliberations of the board to any person who is not a board member, recorder, or assistant recorder.

d. A list of all officers eligible for consideration.

e. A sampling of records prepared by the board president under procedures prescribed by the Chief of Naval Operations for use in convening special selection boards.

f. This precept.

g. Convening order.

h. For boards considering officers other than chief warrant officers, the show-cause list shall contain the names of those officers whose records, in the opinion of a majority of the members of the board, indicate the officer should be required to show cause for his or her retention. It shall also contain a

brief explanation of the basis for the board's opinion. Negative reports shall state: "In the opinion of a majority of the members of the board, there were no officers recommended to show cause for their retention."

i. For boards considering chief warrant officers, a list of the names of those officers whose records, in the opinion of a majority of the members of the board, establish their unfitness or unsatisfactory performance. It shall also contain a brief explanation of the basis for the board's opinion. Negative reports shall state: "In the opinion of a majority of the members of the board, there were no officers whose records establish their unfitness or unsatisfactory performance."

j. A list of the names of all officers considered by the board who submitted letters for board consideration requesting that they not be selected for promotion or who have otherwise directly caused their non-selection through written communication to the board. Negative reports shall state: "No officers requested that they not be selected by the board or otherwise caused their non-selection through written communication to the board."

2. The report of boards considering officers other than chief warrant officers shall be forwarded for approval to the Principal Deputy Under Secretary of Defense for Personnel and Readiness via, first, the Chief of Naval Personnel; second, the Chief of Naval Operations; third, the Judge Advocate General of the Navy for legal review; and fourth, me. In addition, reports of active-duty promotion selection boards that consider officers with service in joint duty assignments, as noted in the board's convening order, will be forwarded to the Chairman, Joint Chiefs of Staff for review.

3. The report of boards considering chief warrant officers shall be forwarded to me for approval via, first, the Chief of Naval Personnel; second, the Chief of Naval Operations; and third, the Judge Advocate General of the Navy for legal review.

APPENDIX - D

OATHS

1. The president of the board shall administer the following oath or affirmation to the recorder and assistant recorders:

"Do you, and each of you, solemnly swear (or affirm) that you will keep a true record of the proceedings of this board, and you will not divulge the proceedings of this board except as authorized or required by the Secretary of the Navy or higher authority, so help you God?"

2. The recorder or an assistant recorder shall then administer the following oath or affirmation to the members of the board:

"Do you, and each of you, solemnly swear (or affirm) that you will perform your duties as a member of this board without prejudice or partiality, having in view both the special fitness of officers and the efficiency of the naval service, and you will not divulge the proceedings of this board except as authorized or required by the Secretary of the Navy or higher authority, so help you God?"

3. The recorder or an assistant recorder shall then administer the following oath or affirmation to the administrative support personnel:

"Do you, and each of you, solemnly swear (or affirm) that you will not divulge the proceedings of this board except as authorized or required by the Secretary of the Navy or higher authority, so help you God?"

19 Mar 13

MEMORANDUM FOR THE RECORD

From: Branch Head, Board Processing, Career Progression
Division (PERS-814)

Subj: FY-14 ACTIVE-DUTY NAVY COMMANDER STAFF CORPS PROMOTION
SELECTION BOARDS

1. The subject boards' Record of Proceedings (ROP) contains the following items of interest that requires clarification. The pages and reports within this ROP are generated and printed from the Officer and Enlisted Board System (OEBS) and cannot be modified:

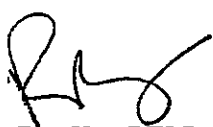
a. Due to a systemic issue in the Officer and Enlisted Board System (OEBS), the certification pages for all competitive categories contain the below anomalies. A request has been made to OEBS technicians to update the system.

(1) The first paragraph states "... pursuant to the precept...". This should read "... pursuant to the convening order...".

(2) Subparagraph (1) states "... contained in the precept...". This should read "... contained in the convening order and precept, ...".

(3) Subparagraph (7) states "...information about the officers selected for promotion that are...". This should read "...information about the officers selected for promotion that is...".

(4) Subparagraph (9) states "...and deliberations of the board to any person who is not a member...". This should read "...and deliberations of the board to any person who is not a board member ...".


R. W. BEAL
LTJG USN



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

1430
19 Mar 13

From: Deputy Chief of Naval Personnel
To: Secretary of the Navy

Subj: MODIFICATION TO THE ORDER CONVENING THE FY-14 PROMOTION
SELECTION BOARDS TO CONSIDER STAFF CORPS OFFICERS ON THE
ACTIVE-DUTY LIST OF THE NAVY FOR PERMANENT PROMOTION TO
THE GRADE OF COMMANDER

Ref: (a) CNP MFR of 11 Feb 13
(b) SECNAV ltr of 12 Mar 13

Encl: (1) Revised membership list

1. In accordance with reference (a), request permission to forward the attached membership list, enclosure (1), to replace enclosure (1) of the subject convening order, reference (b), previously endorsed and forwarded for approval by SECNAV. This action is requested in order to accomplish the below modification:

a. Delete as member: CAPT Don C. B. Albia, MSC, USN, XXX-XX-66/2300 due to a death in his family. CAPT Albia received notification of the death this morning.

b. Add as member: CDR Bradley C. Kluegel, MSC, USN, XXX-XX-66/2300 (Replaces CAPT Albia).

2. Upon approval of this membership modification and in accordance with standard procedures, the board will convene on 19 March 2013 or as soon thereafter as practicable.

C. A. Covell
C. A. COVELL

SECNAV DECISION:

Approve: *Ray H. Hahn*

MAR 19 2013

Disapprove: _____

Other: _____

BOARD MEMBERSHIP
FY-14 ACTIVE-DUTY NAVY COMMANDER STAFF CORPS OFFICER
PROMOTION SELECTION BOARDS

1. Medical Corps:

a. Board Members

RDML Michael H. Anderson, SHCE, USN, XXX-XX-b6/2700 (President)
CAPT James J. Chun, MC, USN, XXX-XX-b6/2100
CAPT Joel A. Roos, MC, USN, XXX-XX-b6/2100
CAPT Kris M. Belland, MC, USN, XXX-XX-b6/2100
CAPT Christine L. G. Sears, MC, USN, XXX-XX-b6/2100
CAPT Mark D. Behning, USN, XXX-XX-b6/1120
CAPT Bruce J. Taylor, Jr., MC, USN, XXX-XX-b6/2100

b. CDR Kimberly D. Davis, MC, USN, will act as recorder with the following personnel acting as assistant recorders:

LCDR John B. Weatherwax Lcdr Jessica J. Lee

The recorder or an assistant recorder will be present during all deliberations.

2. Dental Corps:

a. Board Members

RDML Eleanor V. Valentin, SHCE, USN, XXX-XX-b6/2700 (President)
CAPT Maria I. Korshes, DC, USN, XXX-XX-b6/2200
CAPT Jesse W. Lee, Jr., DC, USN, XXX-XX-b6/2200
CAPT Michael T. Roncone, DC, USN, XXX-XX-b6/2200
CDR Timothy E. Allen, USN, XXX-XX-b6/1120

b. Lcdr Rasha H. Welch, DC, USN, will act as recorder with the following personnel acting as assistant recorders:

LCDR Jeffrey A. Draude

The recorder or assistant recorder will be present during all deliberations.

3. Medical Service Corps:

a. Board Members

RAFM Michael H. Mittelman, SHCE, USN, XXX-XX-b6/2700 (President)
CAPT Gail L. Hathaway, MSC, USN, XXX-XX-b6/2300
CAPT David E. Jones, MSC, USN, XXX-XX-b6/2300

Enclosure (1)

BOARD MEMBERSHIP
FY-14 ACTIVE-DUTY NAVY COMMANDER STAFF CORPS OFFICER
PROMOTION SELECTION BOARDS

CAPT Gregory W. Gombert, USN, XXX-XX-b6/1110
CDR Bradley C. Kluegel, MSC, USN, XXX-XX-b6/2300

b. CDR David G. Baptista, MSC, USN, will act as recorder with the following personnel acting as assistant recorders:

LCDR Darryl E. Green

The recorder or assistant recorder will be present during all deliberations.

4. JAG Corps:

a. Board Members

VADM Nanette M. DeRenzi, JAGC, USN, XXX-XX-b6/2500 (President)
CAPT Linda Y. Bunn, JAGC, USN, XXX-XX-b6/2500
CAPT Stuart W. Belt, JAGC, USN, XXX-XX-b6/2500
CAPT Charles N. Purnell II, JAGC, USN, XXX-XX-b6/2500
CAPT Lawrence D. Hill, Jr., JAGC, USN, XXX-XX-b6/2500
CDR Thomas H. Muldrow, Jr., USN, XXX-XX-b6/1310

b. CDR Robert C. DeTolve, JAGC, will act as recorder with the following personnel acting as assistant recorders:

LCDR Brett D. Cook

LT Michael G. Montague

The recorder or an assistant recorder will be present during all deliberations.

5. Nurse Corps:

a. Board Members

RAFM William M. Roberts, SHCE, USN, XXX-XX-b6/2700 (President)
CAPT Colleen K. Gallagher, NC, USN, XXX-XX-b6/2900
CAPT Maureen M. Pennington, NC, USN, XXX-XX-b6/2900
CAPT Kathy T. Becker, NC, USN, XXX-XX-b6/2900
CAPT Mary E. Nunley, NC, USN, XXX-XX-b6/2900
CAPT Moise Willis, NC, USN, XXX-XX-b6/2900
CDR Bradley N. Rosen, USN, XXX-XX-b6/1320

b. LCDR Fredora A. McRae, NC, USN, will act as recorder with the following personnel acting as assistant recorders:

BOARD MEMBERSHIP
FY-14 ACTIVE-DUTY NAVY COMMANDER STAFF CORPS OFFICER
PROMOTION SELECTION BOARDS

CDR Teresa T. Miller

The recorder or assistant recorder will be present during all deliberations.

6. Supply Corps:

a. Board Members

RDML Vincent L. Griffith, SC, USN, XXX-XX-b6/3100 (President)*
CAPT Derric T. Turner, SC, USN, XXX-XX-b6/3100* **
CDR Paul A. Amodio, SC, USN, XXX-XX-b6/3100.
CDR Fitzhugh S. Lee, USN, XXX-XX-b6/1310
CDR Kristin Acquavella, SC, USN, XXX-XX-b6/3100*

* Acquisition Corps Representative

** Joint Representative

b. CDR Cory D. Schemm, SC, USN, will act as recorder with the following personnel acting as assistant recorders:

LCDR Ryan D. Lockabill

The recorder or assistant recorder will be present during all deliberations.

7. Chaplain Corps:

a. Board Members

RADM Mark L. Tidd, CHC, USN, XXX-XX-b6/4100 (President)
CAPT James H. Hineline III, USN, XXX-XX-b6/1310
CAPT Craig G. Muehler, CHC, USN, XXX-XX-b6/4100
CAPT Paul D. Spear, USN, XXX-XX-b6/1120
CAPT Robert W. Bodvahe, USN, XXX-XX-b6/1110
CDR Kristin M. Barnes, USN, XXX-XX-b6/1320
CDR Patricia A. Witherspoon, USN, XXX-XX-b6/1110

b. CDR Kim M. Donahue, CHC, USN, will act as recorder with the following personnel acting as assistant recorders:

LCDR David J. Cullen III

The recorder or assistant recorder will be present during all deliberations.

BOARD MEMBERSHIP
FY-14 ACTIVE-DUTY NAVY COMMANDER STAFF CORPS OFFICER
PROMOTION SELECTION BOARDS

8. Civil Engineer Corps:

a. Board Members

RDML Kevin R. Slates, CEC, USN, XXX-XX-b6/5100 (President) *
CAPT Ryan C. Tillotson, USN, XXX-XX-b6/1110 **
CAPT Christopher M. Kurgan, CEC, USN, XXX-XX-b6/5100 *
CAPT Stanley W. Wiles, CEC, USN, XXX-XX-b6/5100 *
CDR LaTanya E. Simms, CEC, USN, XXX-XX-b6/5100 *

* Acquisition Corps Representative

** Joint Representative

b. CDR Gordon E. Meek III, CEC, USN, will act as recorder with the following personnel acting as assistant recorders:

LT Inaraquel MirandaVargas

The recorder or assistant recorder will be present during all deliberations.

9. The following personnel are designated to serve as sponsors to the board:

CDR Jeffrey J. Klinger

LCDR Robert A. Paynter, Jr.

10. The following personnel are designated to serve as administrative support personnel to the board:

RADM Cynthia A. Covell
CAPT Christopher H. Halton
CAPT Donald G. May
CAPT Christopher A. Harris
CAPT Michael S. Sciretta
CAPT Mary L. Horrigan
CDR Jeffrey C. Stevens
CDR Melissa A. Harvison
CDR Jeffrey R. Vignary
CDR Howard M. Bryant
LCDR Christopher J. Garner
LCDR Matthew M. Langreck
LCDR Herman L. Reed
LCDR Terrence L. Jones
LCDR Ryan C. Henning
LT Breier W. Scheetz

LT Mark W. Richardson
LT Shane T. Wright
LT Christopher M. Johnson
LTJG Randall W. Beal
CWO5 Lawrence S. Cole
CWO3 Jonathan C. Summers
CWO2 Malcolm D. Hall
PSCM(SW/AW) Robin M. Thiel
PSCM(AW) Robert A. Ferrari
YNC(SW/EXW) James Ziegler
AML(AW) Mark J. Beckmann
LSI Carol M. Moore
Ms. Jacqueline Anderson
Ms. Bonita K. Archie
Mr. Tom C. Bail
Mr. Julian A. Bend

BOARD MEMBERSHIP

FY-14 ACTIVE-DUTY NAVY COMMANDER STAFF CORPS OFFICER
PROMOTION SELECTION BOARDS

Mr. Douglas Burgess	Ms. Lynn Saarinen
Mr. Marcus Burleigh	Ms. Anita Sgouros
Mr. Michael W. Burton	Ms. Edna M. Shannon
Ms. BJ Callis	Mr. Antoine Sharp
Ms. Linda M. Coffield	Mr. Gary E. Smart
Mr. Don Cooper	Mr. Dwight Stanton
Mr. John R. Crotts	Ms. Jo Ann Statser
Mr. Jeremy L. Fisher	Mr. William A. Stephens
Ms. Sonic L. Dowell	Ms. Lynnette Stinnett
Mr. Robert Frey	Mr. Tim Suich
Ms. Darlene Gemuend	Mr. Jim C. Tanner
Ms. Ruby D. Goodwin	Ms. Catherine Tippet
Mr. Keith Grover	Mr. Tom Torres
Mr. Jim Hammerich	Mr. Arik Tucker
Mr. Dave Hard	Mr. Carl R. Waelde
Ms. Karen Harris	Mr. Jeff Walker
Ms. Mariene Harrison	Mr. David Whorton
Mr. Steven Hester	Mr. Paul Wilder
Mr. Russell Hilbert	Mr. Bob Wilkinson
Mr. Max H. Hodge	Mr. Ed Willard
Mr. Michael Jennings	Ms. Mindee M. Wolven
Mr. Juan J. Jimenez	Mr. Christopher J. Zaller
Ms. Kim E. Kirk	
Ms. Karen Kunnick	
Ms. Nancy G. Langford	
Mr. David B. Lanham	
Mr. James Law	
Mr. Robert D. Lewis	
Ms. Diane L. H. Lofink	
Mr. Donald P. Marshall	
Ms. Tonya E. Marshall	
Mr. Paul Martin	
Mr. Richard P. Mason	
Ms. Lynda McKinney	
Mr. Billy McQuown	
Mr. Corey Nichols	
Mr. Tommy D. Owens	
Ms. April L. Pacileo	
Ms. Doris A. Pembroke	
Mr. Scott Perry	
Mr. James A. Price	
Mr. Stephen E. Ranne	
Ms. Amy Ray	
Mr. Stanley Robinson	
Mr. Jay A. Rublaitus	



THE SECRETARY OF THE NAVY
WASHINGTON, D.C. 20350-1000

MAR 12 2013

From: Secretary of the Navy
To: Presidents, FY-14 Active-Duty Navy Commander Staff Corps
Officers Promotion Selection Boards

Subj: ORDER CONVENING THE FY-14 PROMOTION SELECTION BOARDS TO
CONSIDER STAFF CORPS OFFICERS ON THE ACTIVE-DUTY LIST
OF THE NAVY FOR PERMANENT PROMOTION TO THE GRADE OF
COMMANDER

Ref: (a) FY-14 Active-Duty and Reserve Navy Officer and Chief
Warrant Officer Promotion Selection Board Precept

Encl: (1) Board Membership
(2) Statutory Promotion Objectives

1. Date and Location

a. The promotion selection boards, consisting of you as president and the officers listed in enclosure (1), are ordered to convene at the Navy Personnel Command, Millington, TN, at 0800, March 19, 2013, or as soon as practicable thereafter.

b. The boards shall proceed in accordance with all guidance in this letter, the FY-14 Active-Duty and Reserve Navy Officer and Chief Warrant Officer Promotion Selection Board Precept, reference (a), and Statutory Promotion Objectives, enclosure (2).

2. Promotion Board Authorized Selections. The total number of officers who may be recommended in each competitive category shall be the number that most closely approximates the percentage set forth below of in-zone eligible officers determined as of the date the boards convene. The Chief of Naval Personnel shall determine the number of in-zone eligible officers on the convening date, calculate the number that may be recommended for promotion under the percentages set forth in the FY-14 Active-Duty Navy Officer Promotion Plan, and furnish the number to the boards. The boards may recommend up to the number provided by the Chief of Naval Personnel.

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<u>COMPETITIVE CATEGORY</u>	<u>PERCENT TO SELECT</u>
Medical Corps	80
Dental Corps	90
Medical Service Corps	70
Judge Advocate General's Corps	70
Nurse Corps	70
Supply Corps	65
Chaplain Corps	70
Civil Engineer Corps	70

3. Consideration of Active-Duty Officers "Below the Zone."

Identifying exceptional officers from below the zone and selecting them for promotion is authorized; nevertheless, no more than 10 percent of the total officers selected for promotion may be from below the promotion zone. The board must ensure that below-zone candidates are individually evaluated as a source of best and fully qualified officers. Below-zone selects shall be based on sustained measures of success in their community specialties. Below-zone selections are encouraged to ensure the Navy is best served in filling critical competency requirements.

4. Best and Fully Qualified Selection Standard

a. Fully Qualified. All officers recommended for promotion must be fully qualified; that is, each officer recommended must be capable of performing the duties of the next higher pay grade. Officers that do not meet that standard shall not be recommended for promotion.

(1) Officers fully qualified for promotion demonstrate an appropriate level of leadership, professional skills, integrity, management acumen, grounding in business practices, and resourcefulness in difficult and challenging assignments. Their personal and professional attributes include adaptability, intelligent risk-taking, critical thinking, innovation, adherence to Navy and DoD ethical standards, physical fitness, and loyalty to the Navy core values.

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(2) The Navy is composed of men and women representing dozens of different ethnic groups and hundreds of cultural heritages. Fully qualified officers must be capable of leading personnel from widely varying backgrounds and mentoring a diverse workforce while executing the Navy's strategic diversity initiatives. The Navy's ability to meet this leadership challenge depends, in part, on having leaders who reflect our very best, including performance, professional experience and education.

b. Best Qualified. Among the fully qualified officers, you must recommend for promotion the best qualified officers within their respective competitive category. Proven and sustained superior performance in command or other leadership positions in difficult and challenging assignments is a definitive measure of fitness for promotion. Furthermore, successful performance and leadership in combat conditions demonstrate exceptional promotion potential and should be given special consideration. Each board member shall apply this guidance when deliberating and voting. Additionally, members will use the considerations below to guide their determination of the best qualified officers.

(1) Skill Requirements. The Navy must focus on the skill sets mandated by current needs and on developing the professional competencies required in our future leadership. The Navy and joint force leadership needs to be comprised of a diverse blend of male and female officers that have excelled in both traditional and specialized career paths. Give due consideration to demonstrated performance and expertise in the competency/skill areas listed in order of significance below. For amplifying information, see reference (b) competency/skills information, included in reference (a).

Competitive Category: Medical Corps (2100)

1. N/A

Competitive Category: Dental Corps (2200)

1. N/A

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Competitive Category: Medical Service Corps (2300)

1. N/A

Competitive Category: JAG Corps (2500)

1. N/A

Competitive Category: Nurse Corps (2900)

1. Joint Experience
2. Financial Resource Management (FM)
3. Education and Training

Competitive Category: Supply Corps (3100)

1. Acquisition Corps
2. Financial Resource Management (FM)
3. Joint Experience
4. Expeditionary Warfare and Confronting Irregular Challenges
5. Naval Special Warfare (NSW) Experience
6. Operational Analysis (OA)

Competitive Category: Chaplain Corps (4100)

1. N/A

Competitive Category: Civil Engineer Corps (5100)

1. Expeditionary Warfare and Confronting Irregular Challenges
2. Shore Installation Management (SIM)
3. Acquisition Corps
4. Joint Experience
5. Financial Resource Management (FM)
6. Naval Special Warfare (NSW) Experience
7. Navy Operational Planner
8. Language, Regional Expertise, and Cultural (LREC) Experience
9. Operational Analysis (OA)
10. Education and Training

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c. Additional Considerations. The following are additional
considerations in determining the best qualified officers:

(1) Individual Augmentee (IA)/Global Support Assignment
(GSA)/Overseas Contingency Operations (OCO)/Irregular
Warfare/Afghanistan-Pakistan Hands (APH) Program Assignment

(a) The board shall give favorable consideration to
those officers who have displayed superior performance while
serving in IA/GSA/OCO/APH assignments in direct support of OCO,
Irregular Warfare, and the National Defense Strategy, and in
particular, those IA/GSA/OCO/APH assignments that are
extraordinarily arduous or which involve significantly
heightened personal risk. These individuals are developing
valuable combat and nation-building skills under stressful
conditions. Such assignments may not be typical of the
officer's traditional community career path, and the officer may
be rated by a reporting senior unfamiliar with the officer's
specialty and the Navy fitness report system.

(b) IA/GSA/OCO assignments may take an officer out
of the normal community career path for periods up to 1 1/2
years. APH assignments consist of extensive specialized
training and multiple, non-standard deployments that may take an
officer out of the normal community career path for periods of
up to 3 1/2 years.

(c) Note that CHC officers are noncombatants.
Chaplains do not develop combat skills. Additionally, both USN
and USMC deployments affect chaplains' ITEMPO. IAs are not the
only evidence of OCO or "boots on ground" experience. Chaplains
are organic to ESG, CSG, NECC, and operational USMC units.

(2) Education and Professional Development. The boards
shall give favorable consideration to those officers with
relevant graduate education, experience in specialized areas,
and Navy and Joint Professional Military Education (PME).

(a) The Navy values completion of graduate education
and development of a subspecialty. Degrees from the Naval
Postgraduate School, the Naval War College and equivalent
Service institutions, and civilian education programs that
result in assignment of a subspecialty code or award of

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Additional Qualification Designation (AQD) codes are desirable.
Proven expertise from an experience tour utilizing that
subspecialty is fundamental to development of Navy Leaders.

(b) The Navy values competitive scholarships and fellowships, examples of which include: Olmsted Scholar, Marshall Scholar, Rhodes Scholar, White House Fellowship, SECDEF Corporate Fellowship, and Federal Executive Fellowships (e.g. Politico-Military and Cyber).

(c) Best qualified officers seek opportunities to broaden their cultural awareness through experiences and education and to enable better communication in a global operating environment.

(d) Best qualified officers have demonstrated willingness and an ability to lead and mentor a diverse workforce of male and female service members.

(e) In this age of limited resources and fiscal constraints, you should also consider for promotion those men and women who as Navy leaders have successfully demonstrated judiciousness in fiscal resources, personnel, facility management, energy resource management and technology, all of which are of vital importance to our Navy today and in the future.

5. Acquisition Corps Considerations. Acquisition Corps officers possess the qualifications to manage the development, acquisition, and life cycle support of the Navy's current and future platforms and associated systems. The Unrestricted Line (AP), Aerospace Engineering Duty Officers, and Engineering Duty Officer communities all contain Acquisition Corps officers. In addition, contracting skills are based in the Supply Corps and Civil Engineer Corps. While there are specific needs and backgrounds in each community, there are overarching acquisition skill sets which are valued and found in all of these communities. Officers who possess these skills, regardless of the community to which they belong, are valued and necessary for the health of the Acquisition Corps, and should be considered in the broad context of the Acquisition Corps. Examples of these overarching skill sets include knowledge of C4I, combat systems, unmanned systems, systems engineering, Enterprise information

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systems, information technology and weapons systems. In determining the best and fully qualified officers for promotion, you shall give equal consideration to outstanding performance whether in an acquisition or non-acquisition position.

6. Medical Community Considerations. Navy Medicine needs leaders with knowledge and significant recent experience in a variety of settings including operational medicine, joint medical operations, and current peacetime health care delivery initiatives. Duty or service in combined or other staff positions at the senior levels of government should also be considered favorably. Additionally, Navy Medicine greatly values joint experience and formal education to include JPME-I.

a. The Navy requires officers of exceptionally high professional clinical and business competence and intellectual capacity who have the ability to think logically and express themselves articulately. They must have the energy to create and communicate the organization's vision, as well as build and motivate teams to accomplish that vision. Our leaders must be calculated risk-takers, inclusive in decision-making, and trusted by subordinates. They must have the courage to stand on principles and demonstrate a clear potential to lead the Navy of the future. They must recognize talent and mentor, coach, and develop juniors. They must understand and use best clinical practices and business tools in managing our military population's health. Our Medical Community's leadership must be drawn from those officers who clearly understand Navy Medicine's obligation to support the Fleet and demonstrate the capacity to meet the challenges of our commitment to maritime superiority.

b. You must ensure that Navy Medicine's future leaders possess the broad knowledge necessary to support the operating forces and are acknowledged leaders within their clinical and business specialties. Likewise, the officers selected must have demonstrated exceptional managerial skill and professional competence in executive and staff roles both in support of the Fleet and within the naval shore establishment. In determining those officers best qualified for promotion, you should select those officers who have served in a broad spectrum of assignments requiring expertise in diverse functional areas. It should be noted that, although there is no set career path for

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upward mobility, those you select will be placed almost assuredly in positions that require broad military and medical perspectives beyond the Department of the Navy.

c. It is statutorily required that, in considering healthcare professionals for promotion, the board shall give consideration to an officer's clinical proficiency and skill as a health professional to at least as great an extent as the board gives consideration to an officer's administrative and management skills.

d. Although not contained in statute, as a matter of policy, in considering healthcare professionals for promotion, the board shall also give consideration to an officer's research and science proficiency to at least as great an extent as the board gives consideration to an officer's administrative and management skills.

7. Judge Advocate General's (JAG) Corps Community Considerations

a. Assignment to Office of Military Commissions (OMC). On May 14, 2008, DEPSECDEF wrote that "[t]he military commissions are a national priority. Conducting a fair, just, and transparent military commissions process is the Department's top legal services priority and necessitates our commitment to dedicate the right number of and most skilled legal practitioners the Department has to offer." In support of this priority, judge advocates may be assigned PCS to OMC. OMC assignments may not be typical of the officer's traditional community career path but are considered vital to the successful joint prosecution of Overseas Contingency Operations and the National Defense Strategy. In determining the best and fully qualified officers, you shall favorably consider the valuable contributions made in OMC assignments.

b. Post-Graduate Education. The JAG Corps endeavors to provide all judge advocates with the opportunity to obtain post-graduate education. Of those officers afforded an opportunity to obtain post-graduate education, some will attend civilian educational institutions, while others will attend military institutions such as the Army's Judge Advocate General's Legal Center and School, and the Naval War College. Accordingly,

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post-graduate legal education obtained at a military institution shall be given weight equal to post-graduate legal education obtained at a civilian institution.

c. **Military Justice Litigation Specialty.** Military justice plays a critical role in the maintenance of good order and discipline and accountability in the Navy, and superior performance within this specialty carries with it the potential to impact Navy readiness and operations. Efficient and effective military justice litigation requires experienced, well-trained judge advocate litigators. The JAG Corps must maintain a cadre of specialized officers whose primary responsibility is to prosecute, defend, and judge criminal cases and military commissions. The officers who form this cadre are formally selected by a board and designated as being a member of the Military Justice Litigation Track. Once designated, officers within this career track normally spend significant portions of their careers within designated litigation billets. Developing and maintaining military justice litigation skills, which are perishable by nature, requires progressive assignment to military justice litigation billets. These assignments may limit variety in billet history and the opportunity for assignment to sea duty, but are vitally important to the Navy's mission. In determining the best and fully qualified officers, you shall consider the valuable contributions made by these officers in this specialty area.

d. When judge advocates are detailed to serve within interagency or joint commands, where reporting seniors may be unfamiliar with the Navy fitness reports system, special attention must be taken in reviewing those records.

e. Navy Reserve officers who have been recalled to active-duty will have fewer active-duty fitness reports than their continuous active-duty peers. Due consideration shall be given to the fitness reports available and the quality of performance reflected in the record. A recalled officer's record shall not be discounted simply because it contains fewer active-duty fitness reports than a peer's record.

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8. Supply Corps Community Considerations. The Navy requires Supply Corps leaders with high integrity, professional acumen and business competence, who are trusted leaders, committed to the Supply Corps and the Navy.

a. While nothing shall supplant the standard of best and fully qualified, you shall give favorable consideration to officers who have demonstrated highly effective leadership capabilities through increasing duties and responsibilities in a dynamic and fast paced operational environment, to include either traditional afloat and/or expeditionary assignments. Additionally, officers who are successful as afloat department heads/OICs or Commanding Officers should be given due consideration.

b. Supply Corps officers recommended for promotion should have the ability to recognize talent and mentor and develop juniors. They must have balanced experience between shore/policy tours and fleet/operational tours. Also, if appropriate for their grade and selected area of professional concentration, successful performance in a joint or combined environment, as well as the ability to work well in an interagency setting.. It should be noted that, although there is no set career path for upward mobility, those you select should have a depth of functional knowledge - commensurate with their subspecialty and rank. Officers should be a subject matter expert in at least one career field or have experience in multiple core competencies to include acquisition, supply chain management and operational logistics.

9. Chaplain Corps (CHC) Community Considerations

a. You must ensure that CHC senior leaders excel in delivering the core capabilities of facilitation, provision, care and advisement. Success and sustained exceptional performance in these areas is the most important attribute to consider. CHC senior leaders should also have demonstrated the ability to plan for the broad delivery of those capabilities at the highest institutional level. Officers selected must have demonstrated exceptional managerial skill and professional competence in executive and staff roles. In determining those officers best qualified for promotion, you should consider favorably those officers who have served in a broad spectrum of

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assignments requiring expertise in diverse functional areas. However, operational needs can limit the spectrum of assignments of some officers; this must be noted by the board when considering these officers. It should be noted that, although there is no set career path for upward mobility, those you select may be placed in positions that require broad military and chaplaincy perspectives beyond the Department of the Navy.

b. When CHC officers serve with the Coast Guard, Marine Corps, or in joint environments where reporting seniors may be unfamiliar with the Navy fitness reports system, special attention must be taken in reviewing those officers' records.

c. Navy Reserve officers who have been recalled to active-duty will have fewer active-duty fitness reports than their continuous active-duty peers. Due consideration shall be given to the fitness reports available and the quality of performance reflected in the record. A recalled officer's record shall not be discounted simply because it contains fewer active-duty fitness reports than a peer's record.

d. Chaplains may have been assigned involuntarily outside the traditional career development patterns, i.e., recruiting, equal opportunity, and specific billets requiring specific skill specialties. These assignments, though beneficial to the interests of the Navy, have resulted in those chaplains having career patterns different from chaplains who have been able to serve in their primary specialties. In making your determination of those officers who are best and fully qualified for promotion, you must view such assignments as having the same value as assignments within the primary Chaplain Corps specialty.

10. Civil Engineer Corps (CEC) Community Considerations

a. Career Path and Experiences. As the Navy's shore installation and expeditionary engineers, senior CEC officers are expected to display sustained superior performance in the three CEC core competencies - Facilities Management, Seabees or Naval Construction Force Units, and Navy or Joint Staff. Integral to this performance, officers must possess exceptional

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people, teamwork, and leadership skills to work in linear and matrix organizations with uniformed, civil service, and industry personnel at all echelons of command and levels of government.

(1) Although there is no set career path for upward mobility, those selected must exhibit continued increase in job responsibility, job diversity, and geographic diversity commensurate with their rank.

(2) Experiences in overseas contingency, humanitarian assistance/disaster response, and theater security cooperation program operations are valued. Assignments with an operational unit or as an individual augmentee should be considered equally.

b. Qualifications and Education. While all officers recommended for promotion must be the best qualified within their respective promotion categories, the Navy requires Civil Engineer Corps leaders with exceptionally high professional engineer and business competence, and intellectual capacity.

(1) For senior officers, expected career milestones include warfare qualification, Professional Engineer or Registered Architect licensure, acquisition attainment, and Acquisition Corps membership. Senior officers are also expected to have completed a master's level post-graduate education program.

(2) Continuing education, to include Joint Professional Military Education and that required for licensure, is highly valued.

(3) Additional facility-related industry certifications, although not expected, may be noted favorably.



Ray Mabus

BOARD MEMBERSHIP
FY-14 ACTIVE-DUTY NAVY COMMANDER STAFF CORPS
PROMOTION SELECTION BOARDS

1. Medical Corps:

a. Board Members

RDML Michael H. Anderson, SHCE, USN, XXX-XX-[b6]/2700 (President)
CAPT James J. Chun, MC, USN, XXX-XX-[b6]/2100
CAPT Joel A. Roos, MC, USN, XXX-XX-[b6]/2100
CAPT Kris M. Belland, MC, USN, XXX-XX-[b6]/2100
CAPT Christine L. G. Sears, MC, USN, XXX-XX-[b6]/2100
CAPT Mark D. Behning, USN, XXX-XX-[b6]/1120
CAPT Bruce J. Taylor, Jr., MC, USN, XXX-XX-[b6]/2100

b. CDR Kimberly D. Davis, MC, USN, will act as recorder with the following personnel acting as assistant recorders:

LCDR John B. Weatherwax

LCDR Jessica J. Lee

The recorder or an assistant recorder will be present during all deliberations.

2. Dental Corps:

a. Board Members

RDML Eleanor V. Valentin, SHCE, USN, XXX-XX-[b6]/2700 (President)
CAPT Maria I. Korsnes, DC, USN, XXX-XX-[b6]/2200
CAPT Jesse W. Lee, Jr., DC, USN, XXX-XX-[b6]/2200
CAPT Michael T. Roncone, DC, USN, XXX-XX-[b6]/2200
CDR Timothy E. Allen, USN, XXX-XX-[b6]/1120

b. LCDR Rasha H. Welch, DC, USN, will act as recorder with the following person acting as assistant recorder:

LCDR Jeffrey A. Draude

The recorder or assistant recorder will be present during all deliberations.

3. Medical Service Corps:

a. Board Members

RADM Michael H. Mittelman, SHCE, USN, XXX-XX-[b6]/2700 (President)
CAPT Don C. B. Albia, MSC, USN, XXX-XX-[b6]/2300

BOARD MEMBERSHIP
FY-14 ACTIVE-DUTY NAVY COMMANDER STAFF CORPS
PROMOTION SELECTION BOARDS

b. LCDR Fredora A. McRae, NC, USN, will act as recorder with the following person acting as assistant recorder:

.CDR Teresa T. Miller

The recorder or assistant recorder will be present during all deliberations.

6. Supply Corps:

a. Board Members

RDML Vincent L. Griffith, SC, USN, XXX-XX-b6/3100 (President) *
CAPT Derric T. Turner, SC, USN, XXX-XX-b6/3100 * **
CDR Paul A. Amodio, SC, USN, XXX-XX-b6/3100
CDR Fitzhugh S. Lee, USN, XXX-XX-b6/1310
CDR Kristin Acquavella, SC, USN, XXX-XX-b6/3100 *

* Acquisition Corps Representative

** Joint Representative

b. CDR Cory D. Schemm, SC, USN, will act as recorder with the following person acting as assistant recorder:

LCDR Ryan D. Lookabill

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7. Chaplain Corps:

a. Board Members

RADM Mark L. Tidd, CHC, USN, XXX-XX-b6/4100 (President)
CAPT James H. Hineline III, USN, XXX-XX-b6/1310
CAPT Craig G. Muehler, CHC, USN, XXX-XX-b6/4100
CAPT Paul D. Spear, USN, XXX-XX-b6/1120
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CDR Kristin M. Barnes, USN, XXX-XX-b6/1320
CDR Patricia A. Witherspoon, USN, XXX-XX-b6/1110

BOARD MEMBERSHIP
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PROMOTION SELECTION BOARDS

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CAPT Ryan C. Tillotson, USN, XXX-XX-b6/1110 **
CAPT Christopher M. Kurgan, CEC, USN, XXX-XX-b6/5100 *
CAPT Stanley W. Wiles, CEC, USN, XXX-XX-b6/5100 *
CDR LaTanya E. Simms, CEC, USN, XXX-XX-b6/5100 *

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RADM Cynthia A. Covell
CAPT Christopher H. Halton
CAPT Donald G. May
CAPT Christopher A. Harris
CAPT Michael S. Sciretta
CAPT Mary L. Horrigan
CDR Jeffrey C. Stevens
CDR Melissa A. Harvison

CDR Jeffrey R. Vignery
CDR Howard M. Bryant
LCDR Christopher J. Garner
LCDR Herman L. Reed
LCDR Terrence L. Jones
LCDR Ryan C. Henning
LCDR Matthew M. Langreck
LT Breier W. Scheetz

PROMOTION SELECTION BOARDS

Ms. Diane L. H. Lofink

Mr. Christopher J. Zaller

PROMOTION SELECTION BOARDS

JOINT AND ACQUISITION PROMOTION OBJECTIVES

(These objectives DO NOT alter the best and fully qualified selection standard discussed in the convening order.)

1. Statutory Objectives. For officers assigned to joint duty within the best and fully qualified standard, the board shall strive to ensure that the following statutory promotion objectives are achieved:

a. Officers who are serving, or have served, on the Joint Staff (JS) are expected, as a group, to be promoted to the next higher grade at a rate not less than the rate for officers in the same competitive category who are serving, or have served, at Navy Headquarters; and,

JS Rate \geq Rate of Selection

b. Officers in the grades of lieutenant commander and above, who have been designated as a joint qualified officer (JQO), are expected, as a group, to be promoted to the next higher grade at a rate not less than the rate for all officers in the same grade and competitive category.

JQO Rate \geq Overall Selection Rate for Category

2. Regulatory Objectives. Although not contained in statute, the Secretary of Defense has established additional promotion objectives as a matter of policy:

a. For officers who are serving, or have served, in the Office of the Secretary of Defense (OSD), selection rates not less than selection rates for officers in the same competitive category who are serving, or have served, at Navy Headquarters.

OSD Rate \geq Rate of Selection

b. Officers who are serving, or have served, in joint duty assignments (such as Joint Staff, combatant commands, defense agencies, qualifying Joint Forces, or other joint warfighting positions on the Joint Duty Assignment List) are expected, as a group, to be promoted to the next higher grade at a rate not less than the rate for all officers in the same competitive category.

PROMOTION SELECTION BOARDS

All Joint Rate \geq Overall Selection Rate for Category

3. Prior to adjournment, the board must review the extent to which the joint promotion objectives have been met.

4. Acquisition Corps. In accordance with statutory requirements, it is expected that these officers, as a group, will be promoted at a rate not less than the rate for all source community officers in the same grade.



THE SECRETARY OF THE NAVY
WASHINGTON, D.C. 20350-1000

DEC 11 2012

From: Secretary of the Navy
To: FY-14 Active-Duty and Reserve Navy Officer and Chief
Warrant Officer Promotion Selection Boards

Subj: FY-14 ACTIVE-DUTY AND RESERVE NAVY OFFICER AND CHIEF
WARRANT OFFICER PROMOTION SELECTION BOARD PRECEPT

Ref: (a) Community Briefs
(b) Competency/Skills Information
(c) Glossary of Terms and Definitions

Encl: (1) FY-14 Active-Duty and Reserve Navy Promotion
Selection Board Guidance

1. Function and Membership

a. The function of the promotion selection boards is to consider officers for promotion to the grade indicated in each board's convening order. Promotion selection boards shall consider carefully, without prejudice or partiality, the record of every eligible officer. The records and names of all eligible officers, determined as of the date the boards convene, will be furnished to the boards. The names of those officers who are above, in, and, when applicable, below the promotion zone will be indicated, as appropriate.

b. I will personally appoint the members of promotion selection boards. During the board process, the officers assigned as board members work directly for me, under oath. Board members are entrusted with selecting the future leadership of the Navy. The performance of these duties will have a greater effect on the future of the Navy than any other duty they perform. During the board process, all other duties of an assigned member are secondary to the board process, and the utmost care will be given to ensure the process is not compromised or rushed to accommodate outside concerns. Each record reviewed represents years of service by the individual officer. It is absolutely essential that our evaluation afford each eligible officer fair and equitable consideration.

2. Promotion boards shall proceed in accordance with the convening order, any guidance contained in this letter, and the

Subj: FY-14 ACTIVE-DUTY AND RESERVE NAVY OFFICER AND CHIEF
WARRANT OFFICER PROMOTION SELECTION BOARD PRECEPT

FY-14 Active-Duty and Reserve Navy Promotion Selection Board
Guidance, enclosure (1).

3. Reference (a), and when applicable reference (b), will be provided in the selection board spaces as general guidance to inform the selection board members of community-specific and competency/skill-specific information. The information contained in references (a) and (b) must not be used as a substitute for the guidance contained in the convening order and specifically shall not alter the "best and fully qualified" selection standard. These references are not selection criteria, nor is it expected that each officer will meet the typical career path and guidelines depicted in the briefs contained in reference (a). Rather, both references contain general information that is used to assist officers, community leaders, community managers, and detailers with career management. Additionally, I will provide reference (c) as a glossary of terms and definitions.

4. Unless expressly authorized or required by the President, Secretary of Defense, or me, no member of the board, recorder, assistant recorder, or administrative support personnel may disclose the proceedings, deliberations, or recommendations of the promotion selection boards. Nevertheless, the Chief of Naval Personnel may provide the recommendations of the selection boards to the senior flag officer responsible for recommending community assignments and to senior community detailers, to the extent necessary to facilitate community assignments. All board members and administrative support personnel must comply fully with these requirements, and I expect each board president to emphasize the need for strict confidentiality.

5. In order to continually improve the selection board process, each board president is directed to provide written feedback immediately after the board regarding the guidance contained in the precept to me and the Chief of Naval Operations. Further, an office call and debrief regarding the board process should be offered to both of us. The Chief of Naval Operations and I will typically choose to accept the office call based on the written feedback. Feedback should include, for example, whether the precept guidance was sufficiently direct, clear, and concise to assist board members in performing their duties.



Ray Mabus

**FY-14 ACTIVE-DUTY AND RESERVE NAVY
PROMOTION SELECTION BOARD GUIDANCE**

Appendix

Subject

A

General Guidance

- Duties of the Board President
- Board Proceedings
- Marital Status
- Area Tours
- Adverse Information
- Show Cause Determination
- CWO Performance Review

B

Equal Opportunity Guidance

- Addresses Equitable Consideration
for All Officers

C

Board Reports

- Addresses Content and Routing of
Promotion Selection Board Reports

D

Oaths

- Provides Oaths for Board Members,
Recorder, Assistant Recorders, and
Administrative Support Personnel

APPENDIX - A

GENERAL GUIDANCE

1. Duties of the Board President. The president of the board is appointed by me and shall perform prescribed administrative duties. The board president has no authority to constrain the board from recommending for promotion those fully qualified officers whom the majority finds best qualified to meet the needs of the Navy.

2. Board Proceedings. The following directions apply to all board proceedings:

a. Each of you (president, members, recorder, assistant recorders, and administrative support personnel) must maintain the integrity and independence of this promotion selection board, and foster careful consideration, without prejudice or partiality, of all eligible officers. DoD Instruction 1320.14 provides specific rules governing the conduct of officer selection boards and the actions of promotion selection board personnel.

b. You must pay particularly close attention to the rules governing communications with and among other board members, the information authorized to be furnished to you, and the procedures you should follow if you believe that the integrity of this promotion selection board has been improperly affected.

c. You may not receive, initiate, or participate in communications or discussions involving information that DoD Instruction 1320.14 precludes from consideration by a promotion selection board. Base your recommendations on the material in each officer's military record, any information I have provided to the board in accordance with DoD Instruction 1320.14, and any information communicated to you by individual eligible officers under regulations I have issued. In your deliberations, you may discuss your own personal knowledge and evaluation of the professional qualifications of eligible officers to the extent that such matters are not precluded by law, DoD Instruction 1320.14, or Service regulations from consideration by a promotion selection board or inclusion in an officer's military personnel record. You may not discuss or disclose the opinion of any person not a member of the board concerning an officer being considered unless that opinion is contained in material provided to the board under the provisions of DoD Instruction 1320.14.

d. When discussing your own personal knowledge concerning the professional qualifications of eligible officers, the board is reminded that, if such personal remarks could be considered adverse, the member cannot discuss that personal knowledge or evaluation unless such matters are contained in the officer's official record or other material placed before the board in compliance with the law and Service regulation. In addition, should an officer's record reveal the removal of a fitness report, the member may not discuss any personal knowledge regarding the circumstance that resulted in the removal of the report.

e. I am the only person who may appear in person to address you on other than administrative matters. All communications with this board, other than those that are clearly administrative, must be in writing, given to each of you, and made part of the board's record. I have designated in writing those persons authorized to provide routine administrative information to you.

f. To ensure impartiality, you may not visit or communicate with detailers, placement officers, community managers, or any candidate immediately prior to or during the promotion selection board. Communications of any kind or method with outside parties (i.e., other than board members, recorder, assistant recorders, board sponsors, and administrative support personnel) before, during, or after the board relating in any way to the promotion selection board or its proceedings are prohibited. Questions concerning the propriety of any communications prior to the board should be addressed to the board sponsors. Proceedings, deliberations, or recommendations of the promotion selection board may not be disclosed unless expressly authorized or required by the President of the United States, the Secretary of Defense, or me.

g. Before the report of the promotion selection board is signed by each board member, recorder, and assistant recorder, the recommendations may be disclosed only to members of the board, recorder, assistant recorders, and those administrative support personnel I have designated in writing. Except as authorized by DoD Instruction 1320.14 and sections 613a, 616(e), 14104, or 14108(d) of title 10, U.S. Code, the proceedings and deliberations of the board may not be disclosed to any person who is not a board member, recorder, or assistant recorder.

h. If at any time you believe that you cannot in good conscience perform your duties as a member of the board without

prejudice or partiality, you have a duty to request relief by me from this duty. I will honor any such request. If a member, recorder, or assistant recorder believes that the integrity of the board's proceedings has been affected by improper influence of military or civilian authority, misconduct by the board president or a member, or any other reason, or believes someone is exerting or attempting to exert inappropriate influence over the board or its proceedings, he or she has a duty to request from me or the Secretary of Defense relief from the obligation not to disclose board proceedings and, upon receiving it, to report the basis for this belief.

3. Marital Status. Promotion boards are prohibited from considering the marital status of an eligible officer or the employment, education, or volunteer service of an eligible officer's spouse.

4. Leadership of Diverse Organizations. When reviewing an officer's potential for the next higher grade, consider that the Navy benefits when the officer corps possesses a broad spectrum of experience with a depth and breadth of vision. The Navy needs innovative and bold male and female leaders to lead, think creatively, challenge assumptions, and take well-calculated risks that maximize effectiveness. Today's Navy is composed of men and women representing dozens of different ethnic groups and literally hundreds of cultural heritages. In light of this diversity, you should give careful attention to selecting officers who have demonstrated the potential to lead large organizations composed of men and women coming from widely varying backgrounds. The Navy's ability to meet this leadership challenge depends, in part, on having leaders for our entire Navy who reflect our very best, including performance, professional experience, education, and the spectrum of professional communities. These are factors for you to consider in selecting officers who are best and fully qualified for selection.

5. Area Tours. If an officer's record contains multiple or consecutive tours in a particular geographic location, it should not be viewed negatively, provided the officer has progressed in billet complexity, professional development, and leadership responsibility.

6. Adverse Information.

a. Just as you must consider positive performance, you must consider incidents of misconduct and substandard performance

documented in an officer's official service record when determining those officers who are best qualified for promotion. Adverse information may reflect negatively on an officer's suitability for promotion and future service in positions of greater responsibility and trust. Members must give careful consideration to each incident. For those eligible officers who are recommended for promotion and who have received disciplinary action, or whose privileged information record (Fiche Five/EMPRS Field Code 17) contains matters relating to conduct or performance of duty, every board member shall review the information contained therein personally prior to the final board decision.

b. While the Navy is, and will remain, a Service of the highest standards and strict accountability, we do not embrace blind adherence to a zero-defect mentality. All of us have made mistakes in the past; the test is of the character and resilience of the individual and his or her ability to learn and grow from that experience. In selecting the best and fully qualified officers to meet the future needs of our Navy, you should not automatically discount any officer who, except for a single incident, would otherwise be considered to be among the best qualified from those you consider fully qualified. Careful scrutiny of the adverse information at issue and the officer's overall record is necessary to ensure the board recommends the officers best and fully qualified for promotion, and who satisfy the exemplary conduct requirements of section 5947 of title 10, U.S. Code.

7. Show Cause Determination. In addition to determining which officers are best qualified for promotion, boards considering officers other than chief warrant officers shall review each record carefully to determine whether the officer's performance is such that the individual is considered suitable for retention. The board shall notify me of the name of each officer whose record, in the opinion of a majority of board members, indicates the officer should be required to show cause for retention due to:

- a. Substandard performance of duty;
- b. Moral or professional dereliction;
- c. Misconduct; or,
- d. Because the officer's retention is clearly inconsistent with the interests of national security.

8. CWO Performance Review. In addition to determining which officers are best qualified for promotion to chief warrant officer W-3, W-4, or W-5, boards must ensure that all officers considered are fully qualified to perform the duties of their current grade. Accordingly, boards considering chief warrant officers shall carefully review each record to determine whether the officer's performance is such that the individual is considered suitable for retention. The board shall then notify me of the names of those chief warrant officers considered whose records establish, in the opinion of the board, their unfitness or unsatisfactory performance.

APPENDIX - B

EQUAL OPPORTUNITY GUIDANCE

1. The Department of the Navy is dedicated to equality of treatment and opportunity for all personnel without regard to race, religion, color, gender, or national origin. The Navy strives to maintain a professional working environment in which an individual's race, religion, color, gender, or national origin will not limit his or her professional opportunities. Accordingly, within this board's charter to determine the officers who are "best and fully qualified," you must ensure that officers are not disadvantaged because of their race, religion, color, gender, or national origin.
2. Your evaluation of all officers must afford them fair and equitable consideration. You should be particularly vigilant in your evaluation of records to take care that no officer's promotion opportunity is disadvantaged by service utilization policies or practices. You should evaluate each officer's potential to assume the responsibilities of the next higher grade, the overriding factor being performance of assigned duties.
3. The Navy has assigned some officers outside of traditional career development patterns, e.g., institutional instructors, recruiting, and equal opportunity billets. In addition, other utilization policies or practices, such as those based on statutory restrictions on the assignment of women, may have had an effect on career opportunities. These assignments, though beneficial to the Navy, may have foreclosed to the officers so assigned opportunities available to other officers. Such assignment practices should not prejudice the selection of these officers for promotion. Successful performance of assigned duties is the key in measuring an officer's potential for promotion. Accordingly, in determining the qualification for promotion of any officer who has been affected by such utilization policies or practices, duty performed well in such assignments should be given weight equal to duty performed well by an officer not affected by such policies or practices.
4. This guidance shall not be interpreted as requiring or permitting preferential treatment of any officer or group of officers on the grounds of race, religion, color, gender, or national origin.

APPENDIX - C

BOARD REPORTS

1. The record of the board's proceedings shall be compiled by the recorder, assistant recorders, and administrative support personnel. The written report of the board shall be signed by the board president, members, recorder, and assistant recorders. It shall contain the names of the officers recommended for promotion with appropriate selection statistics as required by DoD Instruction 1320.14, as well as the following items:

a. Convening notice required by section 614 of title 10, U.S. Code.

b. All instructions, information, and guidance that were provided to the board, under section 615 of title 10, U.S. Code, and DoD Instruction 1320.14, except information concerning particular officers, which must be retained and transferred to the Chief of Naval Personnel.

c. Certification that:

(1) To the best of your knowledge, the board complied with DoD Instruction 1320.14, all instructions contained in the convening order and precept and, as appropriate, other letters of guidance or instruction provided by me;

(2) You were not subject to or aware of any censure, reprimand, or admonishment about the recommendations of the board or the exercise of any lawful function within the authorized discretion of the board;

(3) You were not subject to or aware of any attempt to coerce or influence improperly any action in the formulation of the board's recommendations;

(4) You were not party to or aware of any attempt at unauthorized communications;

(5) To the best of your knowledge, the board carefully considered the record of each officer whose name was furnished to the board;

(6) The officers recommended for promotion are, in the opinion of the majority of the members of the board, fully qualified and best qualified for promotion to meet the needs of

the Navy among those officers whose names were furnished to the board;

(7) A majority of the members of the board, after consideration by all members of the board of any adverse information about the officers selected for promotion that is provided to the board, finds that the officers selected for promotion are best qualified for promotion to meet the needs of the Navy consistent with the requirements of exemplary conduct set forth in section 5947 of title 10, U.S. Code, which states:

"All commanding officers and others in authority in the naval service are required to show in themselves a good example of virtue, honor, patriotism, and subordination; to be vigilant in inspecting the conduct of all persons who are placed under their command; to guard against and suppress all dissolute and immoral practices, and to correct, according to the laws and regulations of the Navy, all persons who are guilty of them; and to take all necessary and proper measures, under the laws, regulations, and customs of the naval service, to promote and safeguard the morale, the physical well-being, and the general welfare of the officers and enlisted persons under their command or charge;"

(8) You are aware that the names of the selectees will be released to the public after the board report is approved, and you know that you may not disclose the recommended selectees until the names are released to the public; and

(9) You understand that, except as authorized by DoD Instruction 1320.14 and sections 613a, 616(e), 14104, or 14108(d) of title 10, U.S. Code, you may never disclose the proceedings and deliberations of the board to any person who is not a board member, recorder, or assistant recorder.

d. A list of all officers eligible for consideration.

e. A sampling of records prepared by the board president under procedures prescribed by the Chief of Naval Personnel/Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) for use in convening special selection boards.

f. This precept.

g. Convening order.

h. For boards considering officers other than chief warrant officers, the show-cause list shall contain the names of those officers whose records, in the opinion of a majority of the members of the board, indicate the officer should be required to show cause for his or her retention. It shall also contain a brief explanation of the basis for the board's opinion. Negative reports shall state: "In the opinion of a majority of the members of the board, there were no officers recommended to show cause for their retention."

i. For boards considering chief warrant officers, a list of the names of those officers whose records, in the opinion of a majority of the members of the board, establish their unfitness or unsatisfactory performance. It shall also contain a brief explanation of the basis for the board's opinion. Negative reports shall state: "In the opinion of a majority of the members of the board, there were no officers whose records establish their unfitness or unsatisfactory performance."

j. A list of the names of all officers considered by the board who submitted letters for board consideration requesting that they not be selected for promotion or who have otherwise directly caused their non-selection through written communication to the board. Negative reports shall state: "No officers requested that they not be selected by the board or otherwise caused their non-selection through written communication to the board."

2. The report of boards considering officers other than chief warrant officers shall be forwarded for approval to the Principal Deputy Under Secretary of Defense for Personnel and Readiness via, first, the Chief of Naval Personnel; second, the Chief of Naval Operations; third, the Judge Advocate General of the Navy for legal review; and fourth, me. In addition, reports of active-duty promotion selection boards that consider officers with service in joint duty assignments, as noted in the board's convening order, will be forwarded to the Chairman, Joint Chiefs of Staff for review.

3. The report of boards considering chief warrant officers shall be forwarded to me for approval via, first, the Chief of Naval Personnel; second, the Chief of Naval Operations; and third, the Judge Advocate General of the Navy for legal review.

APPENDIX - D

OATHS

1. The president of the board shall administer the following oath or affirmation to the recorder and assistant recorders:

"Do you, and each of you, solemnly swear (or affirm) that you will keep a true record of the proceedings of this board, and you will not divulge the proceedings of this board except as authorized or required by the Secretary of the Navy or higher authority, so help you God?"

2. The recorder or an assistant recorder shall then administer the following oath or affirmation to the members of the board:

"Do you, and each of you, solemnly swear (or affirm) that you will perform your duties as a member of this board without prejudice or partiality, having in view both the special fitness of officers and the efficiency of the naval service, and you will not divulge the proceedings of this board except as authorized or required by the Secretary of the Navy or higher authority, so help you God?"


3. The recorder or an assistant recorder shall then administer the following oath or affirmation to the administrative support personnel:

"Do you, and each of you, solemnly swear (or affirm) that you will not divulge the proceedings of this board except as authorized or required by the Secretary of the Navy or higher authority, so help you God?"

Subj: OFFICERS IN THE COMPETITIVE CATEGORIES OF THE STAFF CORPS
ON THE ACTIVE-DUTY LIST OF THE NAVY ELIGIBLE FOR
CONSIDERATION FOR PROMOTION TO THE PERMANENT GRADE OF
COMMANDER

1. Lists of subject officers are provided as enclosures (1) through (8).
2. The record of each officer eligible for consideration has been assembled at the Navy Personnel Command and is ready for inspection by the board.

FOR THE SECRETARY OF THE NAVY


C. H. HALTON
Captain, U.S. Navy